



IMPORTANT INFORMATION FOR PORTABLE ELECTRONICS PRODUCERS

DEPARTMENT OF INSURANCE CONTACT INFORMATION

Email: agent@doi.idaho.gov

Web Site: www.doi.idaho.gov

Idaho Department of Insurance

700 W State St Fl 3

Phone: 208/334-4339

PO Box 83720

Fax: 208/334-4398

Boise, ID 83720-0043

SIGN UP ON OUR WEBSITE TO RECEIVE THE DEPARTMENT'S LATEST NEWS, NOTICES AND BULLETINS!!!

Keep this document in electronic format to preserve the links
Check the [website](#) occasionally for updated versions of this form.

DEFINITION OF PORTABLE ELECTRONICS

- Portable Electronics: electronic devices that are portable in nature, their accessories and services related to the use of the device.
- Portable Electronics Insurance: insurance covering the repair or replacement of portable electronics. Such insurance may provide coverage for portable electronics against loss, theft and inoperability due to mechanical failure, malfunction, damage and other similar loss.

THE LICENSE

- This license is the property of the State of Idaho and issued to the producer, who is responsible for its safekeeping.
- In the event this license is cancelled, surrendered, terminated, revoked or suspended, it is your responsibility to provide a [Dissolution of License Affidavit](#).

ADDRESS CHANGES

- Per [§41-1008 \(6\)](#), all producers must inform the Department of Insurance *within 30 days* of any change of address.
- Please complete a [Business Entity Change of Address Form](#) and fax any change of address, phone or fax to 208-334-4398 as NIPR does not process business entity changes of address.
- Email changes can be [reported here](#).

LICENSE RENEWALS

- Licenses are issued for 2 years. Agency licenses expire on the first day of month following issuance. **You are responsible for the timely renewal of your license.** You will receive a courtesy "*notice to renew*" approximately 6 weeks prior to your renewal date. You do not need to receive this notice in order to renew your license. Please go to www.nipr.com or www.sircon.com to renew online or to www.doi.idaho.gov to renew by paper anytime within the 6-week period prior to expiration.
- **Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.** Resident entities renewing past the expiration date will need to get the appropriate

[reinstatement form](#) from our website and send in with the appropriate fees. Non-residents may reinstate [online](#).

- **NOTE: *Appointments/registrations are terminated once a license is lapsed and will need to be resubmitted when the license is reactivated.***

COMPANY APPOINTMENTS

- A carrier appointment is required prior to doing business.
- Appointments can be processed electronically through NIPR or Sircon.

DBA'S (ASSUMED BUSINESS NAMES):

- When using a name other than your legal name, the Idaho Department of Insurance requires the “Doing Business As” or “Assumed Business Name” be filed with the [Idaho Secretary of State](#), per [§30-21-801 through §30-21-810](#).
- Per [§41-1014](#), the SOS filed name must also be filed with the Idaho Department of Insurance using our [approved form](#).
- If this name is incorporated (INC, LLC, LLP), it must be licensed as an insurance producer.
- More information regarding business entity licensing can be found [here](#).
- ***Only names filed or licensed with the Department of Insurance may be used to conduct insurance transactions.***

REPORTING OF ACTIONS

- Producers have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per [§41-1021](#),
- We encourage use of the **NIPR Reporting of Actions Warehouse** at www.nipr.com as a convenient means to post your documents and explanations.
- You will be able to report to us and any other state in which you are licensed in a single transaction.

LICENSE COPIES

- [Click here to print a free license copy](#). Once there, simply fill in the requested information and submit. License will be emailed to you.
- If you are unsure of your Idaho License number, you can [look it up here](#).

FREQUENTLY ASKED QUESTIONS

- A list of [frequently asked questions](#) and answers can be found on our website.

ADDITIONAL PORTABLE ELECTRONICS INFORMATION

- More information about Portable Electronics licensing can be found on our [website](#).