

# Resident Public Adjuster

This page contains important reference material for your new license.

## CONTINUING EDUCATION (CE)

Residents must complete 24 hours of CE, with a minimum of 3 hours in ethics each 2 year renewal cycle.

All of Idaho's approved CE courses can be found in the [Continuing Education Catalogue](#).

The CE course catalogue be accessed via the [SBS license manager](#) or by [clicking here](#).

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#).
- Licenses are issued for 2 years and expire on the last day of your birth month.
- You can renew up to 90 days prior to expiration.
- All CE must be completed before renewing.
  - [Click here to view approved CE courses](#).
- Late CE will result in additional fees.
- **Your license does not automatically renew when your CE is complete.**
- The renewal fee must be received or post-marked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license is lapsed.

## LICENSE COPIES

You can download a free copy of your license via the [License Manager](#).

## PUBLIC ADJUSTER BOND

Per Idaho Code §41-5812, public adjusters must file and maintain a surety performance bond or Financial Institution Irrevocable Letter of Credit in the amount of \$20,000 in favor of trust to the Director.

If your bond is cancelled, you will receive notice from the Department. If the bond/letter of credit is not replaced before cancellation date of the bond/letter of credit, the license will be terminated.

## LATE RENEWALS

If your license is inactive for either Failure to Renew or Suspended for Education you can still renew your license late for up to one year past expiration.

Late renewals are double the cost of a timely renewal plus any applicable late CE fees.

## UPDATING YOUR INFORMATION

Please use the following link to update your address, phone number or e-mail address:

- [Update Contact Information via NIPR](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Name Change, Individual](#)
- [Update Address Form, State to State](#)

## LETTERS OF CLEARANCE

Producers who are moving from Idaho to another state may request a Letter of Clearance. To request a Letter of Clearance [click here](#).

When you request a Letter of Clearance you are also surrendering your Idaho license. You will no longer be licensed to sell insurance in the State of Idaho.

Letters of Clearance are valid for 90 days.

## REPORTING OF ACTIONS

Licensees have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at [www.nipr.com](http://www.nipr.com) as a convenient means of making your documents and explanations available.

## DEPARTMENT OF INSURANCE

agent@doi.idaho.gov - [www.doi.idaho.gov](http://www.doi.idaho.gov)  
700 W State St Fl 3, PO Box 83720, Boise, ID 83720  
Phone: 208/334-4339 - Fax: 208/334-4398



# Non-Resident Public Adjuster

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## PUBLIC ADJUSTER

Public Adjuster licenses are issued to individuals and agencies, residents, and non-residents. Aside from attorneys and the broker of record, Public Adjusters are the only type of claims Adjuster that can legally represent the rights of an insured during an insurance claim process in Idaho.

## PUBLIC ADJUSTER BOND

Per Idaho Code §41-5812, public adjusters must file and maintain a surety performance bond or Financial Institution Irrevocable Letter of Credit in the amount of \$20,000 in favor of trust to the Director.

If your bond is cancelled, you will receive notice from the Department. If the bond/letter of credit is not replaced before cancellation date of the bond/letter of credit, the license will be terminated.

## VOLUNTARY SURRENDER

In the event that you wish to discontinue your Idaho License you may choose to submit a [voluntary surrender form](#). This form is required to be notarized.

Please note that Idaho has no penalty for letting a license lapse due to non renewal.

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#).
- Licenses are issued for 2 years and expire on the last day of your birth month.
- You can renew up to 90 days before your license expires.
- The renewal fee must be received or post-marked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license is lapsed.

## LATE RENEWALS

If your license is inactive for either Failure to Renew or Suspended for Education you can still renew your license late for up to one year past expiration.

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# Independent Review Organization

This page contains important reference material for your new license.

## INDEPENDENT REVIEW ORGANIZATION INFORMATION

The Idaho Health Carrier External Review Act was codified in Title 41, Chapter 59 of Idaho code and applies to health plans issued or renewed in Idaho on or after January 1, 2010.

The Act provides an insured the right to have an adverse benefit determination for a health claim reviewed by an independent reviewer if the denial is based on a finding by the plan that a service or supply is not medically necessary, is investigational, or on the basis of appropriateness, health care setting, level of care and effectiveness.

Please review important information regarding this act:

- [Idaho Code, Title 41, Chapter 59](#)- Idaho Health Carrier External Review Act
- [IDAPA 18.04.01](#) - Health Carrier External Review
- [Bulletin 09-08](#) - Idaho Health Carrier External Review Act
- [Bulletin 11-04](#) - Amendments
- [§41-5911](#) - Approval of IROs
- [§41-5908](#) - Standard external reviews
- [§41-5909](#) - Expedited external reviews
- [§41-5914](#) - Reporting and record retention

## COORDINATION OF IRO SERVICES BY THE DEPARTMENT

Please direct communication to . To contact her please send an e-mail to:

### LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To download the renewal packet [click here](#).
- Licenses are issued for 2 years and expire on the first day of month following issuance.
- You can renew up to 90 days prior to your expiration.
- The cost of renewal is \$300.
- The renewal fee must be received or post-marked prior to your expiration date to avoid paying a late fee.
- Failure to renew prior to the expiration will result in reactivation status.

### LATE RENEWALS

If your licenses is not renewed by the expiration date it will need to be reinstated.

- Reactivations can not be done online. Please use the [IRO reactivation form](#).
- There is a non-refundable \$600 fee.
- Reactivations are only available up to one year after the expiration date.

## LICENSE COPIES

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## UPDATING YOUR INFORMATION

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- [Doing Business As Form](#)
- [Name Change, Business](#)
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## REPORTING OF ACTIONS

Licenses have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

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# Life Settlements Broker

This page contains important reference material for your new license.

## LIFE SETTLEMENT REGISTRATION INFORMATION

It is illegal to engage in stranger originated life insurance (STOLI) transactions. It is a violation of the Life Settlements Act to enter into a life settlement contract within two years of the date a policy was issued unless special circumstances as defined by the act exist.

The Life Settlements Act can be found in [Title 41, Chapter 19](#) of the Idaho Code.

The Life Settlements Act rule is in IDAPA [18.03.02](#) and [Rule attachments](#). Carefully read these new code sections and rules.

## LICENSE COPIES

You can download a free copy of your license via the [License Manager](#).

Idaho no longer sends a paper license.

## FORMS FILING

Life settlement brokers must provide specific disclosures to the policy owner at or before the time a contract is signed by the owner. Brokers may use the Department's forms or file their own forms with the Department for approval.

All life settlement contract forms, disclosure statements and all marketing materials must be filed with the Department of Insurance before being used in Idaho. Please use the proper form-filing check list from the Department Web site to file by paper or via SERFF.

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#).
- Licenses are issued for 2 years and expire on the last day of your birth month.
- You can renew up to 45 days prior to the expiration date.
- The renewal fee must be received or post-marked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license is lapsed.

## LATE RENEWALS

If you do not renew your license before the expiration date it will need reinstated.

- There is a non-refundable fee of \$120 if submitted online or \$160 if by paper.
- To reinstate [click here](#)
- If you do not reinstate your license within one year you will need to follow the license application process as if you never had an Idaho license.

## UPDATING YOUR INFORMATION

Please use the following link to update your address, phone number or e-mail address:

- [Update Contact Information via NIPR](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Name Change, Individual](#)
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## LETTERS OF CLEARANCE

Producers who are moving from Idaho to another state may request a Letter of Clearance. To request a Letter of Clearance [click here](#).

When you request a Letter of Clearance you are also surrendering your Idaho license. You will no longer be licensed to sell insurance in the State of Idaho.

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## REPORTING OF ACTIONS

Licenses have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

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# Life Settlements Provider

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## LIFE SETTLEMENT REGISTRATION INFORMATION

It is illegal to engage in stranger originated life insurance (STOLI) transactions. It is a violation of the Life Settlements Act to enter into a life settlement contract within two years of the date a policy was issued unless special circumstances as defined by the act exist.

The Life Settlements Act can be found in [Title 41, Chapter 19](#) of the Idaho Code.

The Life Settlements Act rule is in IDAPA [18.03.02](#) and [Rule attachments](#). Carefully read these new code sections and rules.

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#).
- Licenses are issued for 2 years and expire on the first day of the month following issuance.
- You can renew up to 45 days before expiration.
- The renewal fee must be received or post-marked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license is lapsed.

## LICENSE COPIES

You can download a free copy of your license via the [License Manager](#). Idaho no longer sends a paper license.

## FORMS FILING

Life settlement brokers must provide specific disclosures to the policy owner at or before the time a contract is signed by the owner. Brokers may use the Department's forms or file their own forms with the Department for approval.

All life settlement contract forms, disclosure statements and all marketing materials must be filed with the Department of Insurance before being used in Idaho. Please use the proper form-filing check list from the Department Web site to file by paper or via SERFF.

## LATE RENEWALS

Reactivations can be done up to one year after the expiration of the license.

- The **non-refundable** reactivation fee is \$600
- To reinstate [click here](#)
- If you do not reinstate your license within one year you will need to follow the license application process as if you never had a license in Idaho.

## UPDATING YOUR INFORMATION

Please use the following link to update your address, phone number or e-mail address:

- [Update Contact Information via NIPR](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Doing Business As Form](#)
- [Name Change, Business](#)
- [Update Address Form, State to State](#)

## LETTERS OF CLEARANCE

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Letters of Clearance are valid for 90 days.

## REPORTING OF ACTIONS

Licenses have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

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# Managing General Agent (MGA)

This page contains important reference material for your new license.

## MANAGING GENERAL AGENT (MGA)

An MGA (Managing General Agent) is a separate license type in Idaho. Agencies wishing to act as an MGA in Idaho must hold a separate, active Property and Casualty Producer license before applying for an MGA license. The MGA license is a one year license, expiring on June 30<sup>th</sup> of each year. See additional MGA pages for more detailed MGA Licensing/Renewal information.

## REPORTING CHANGE OF OFFICERS

Business entities licensed as producers must report changes to their Officers and Directors to the Department using the [Change of Officers/Directors Form](#).

## LICENSE COPIES

You can download a free copy of your license via the [License Manager](#).  
Idaho no longer sends a paper license.

## MGA LICENSE REQUIREMENTS

In order to hold an MGA license in Idaho you must:

- Hold a separate, active Property and Casualty Producer license in Idaho.
- Have and maintain a surety bond in the amount of \$5,000 or 10% of the total funds handled in the preceding year, whichever is greater.
- Provide proof of an Errors and Omissions policy with a limit of \$250,000 or 25% of the gross amount of direct written premiums received by an insurer for the previous year that are attributable to you as their MGA, whichever is greater.
- Provide a list of the names and addresses of all insurers doing business in the State of Idaho or Idaho domestic insurers with which you have a contract to act as their MGA.
- Provide a verified statement on the DOI form that these MGA contracts contain provisions required by [§41-1504](#) of Idaho Code.

## REPORTING OF ACTIONS

Licensees have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at [www.nipr.com](http://www.nipr.com) as a convenient means of making your documents and explanations available.

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- Renewals are done by paper, using the [MGA Renewal Form](#).
- The renewal period is from July 1<sup>st</sup>-June 30<sup>th</sup>.
- The license expires at midnight on June 30<sup>th</sup>.
- If renewing prior on or prior to June 30<sup>th</sup>, the fee is \$80. If renewing on or after July 1<sup>st</sup>, the fee is \$160.
- The previous year's amount of claims handled or premiums collected for Idaho must be reported.
- Any new agreements with authorized insurers must be reported. A list of new agreements may be reported in the following format:
  - Name of authorized insurer
  - Date of agreement
  - Confirmation that the agreement is in compliance with Title 41, Chapter 1.
  - *A copy of the agreement is not required, unless specifically requested by the DOI*
  - *If you have had a change of officers, please send an updated list that includes name and title only.*

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# Portable Electronics

This page contains important reference material for your new license.

## PORTABLE ELECTRONICS

Portable Electronics Insurance is defined as 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.

Portable Electronics are defined as electronic devices that are portable, their accessories and services related to the use of the device.

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#)
- Licenses are issued for 2 years.
- The license expire on the first day of month following issuance.
- You can renew up to 90 days prior to expiration.
- The cost of renewal is \$300.
- The renewal fee must be received or post-marked prior to your expiration date to avoid paying a late fee.
- Failure to renew prior to the expiration will result in a reactivation status.
- Appointments/registrations are terminated once a license is lapsed.

## LICENSE COPIES

You can download a free copy of your license via the [License Manager](#).  
Idaho no longer sends a paper license.

## EMPLOYEE INFORMATION

All employees who will be offering the policy must receive training on the protection afforded under the policy, this includes, but not limited to, basic instruction about the portable electronics insurance being offered.

Vendor's must provide the syllabus for the training program that is developed by the supervising entity or the insurer issuing the portable electronics insurance to the vendor. Training records must be made available immediately upon request for inspection by the Department.

Vendor must maintain a list of the locations authorized to sell or solicit insurance coverage under their Portable Electronics license.

## COMPANY APPOINTMENTS

Business entities are required to register a carrier appointment prior to doing business. Appointments can be processed electronically through [NIPR](#) or [Sircon](#).

## UPDATING YOUR INFORMATION

Please use the following link to update your address, phone number or e-mail address:

- [Update Contact Information via NIPR](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Doing Business As Form](#)
- [Name Change, Business](#)
- [Update Address Form, State to State](#)

## CANCELATION

In the event this license is cancelled, surrendered, terminated, revoked or suspended, it is your responsibility to provide a [Dissolution of License Affidavit](#).

## REPORTING OF ACTIONS

Licenses have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

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# Resident Individual Producer

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## LICENSE COPIES

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Idaho no longer sends a paper license.

## CONTINUING EDUCATION (CE)

Residents must complete 24 hours of CE, with a minimum of 3 hours in ethics each renewal cycle.

[Click here to check your CE status](#). Select “Continuing Education Transcript Inquiry” and follow the prompts.

The following lines require specific CE:

- Long-term care
- Flood insurance
- Suitability in Annuity

To view a list of approved CE courses [click here](#), select “Approved Courses Inquiry” and follow the prompts.

All of Idaho’s approved CE courses can be found in the [Continuing Education Catalogue](#). The CE course catalogue be accessed via the [SBS license manager](#) or by [clicking here](#).

## ADDING A LINE OF AUTHORITY

To add a line of authority you need to:

- Pass the exam for the line of authority.
- Submit an add line request via [NIPR](#)
- Upload your exam pass slips to the NIPR Document Warehouse

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#).
- You can renew up to 90 days prior to expiration.
- All CE must be completed before renewing.
- [Click here to view approved CE courses](#).
- Licenses are issued for 2 years.
- They expire on the last day of your birth month.
- Residents must complete all CE before renewing.
- The renewal fee must be received or postmarked prior to the expiration to avoid paying late fees

## LATE RENEWALS

Late renewals are available up to one year past the expiration of the license.

The reactivation fee varies depending on the time frame in which the CE was completed  
If CE is completed:

- Prior to expiration/no CE required= **\$160<sup>00</sup>**
- Within 30 days of expiration = **\$260<sup>00</sup>**
- Within 60 days of expiration = **\$360<sup>00</sup>**
- Within 90 days of expiration= **\$460<sup>00</sup>**
- 91-365 days after the expiration you will need re-test = **\$80<sup>00</sup>** fee.
- After 1 year = You will need to start the licensing process over from the start.

## UPDATING YOUR INFORMATION

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# Non-Resident Individual Producer

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## PRODUCER LICENSE

An insurance producer is a licensed salesperson working for an insurance agency. The main goal of the insurance producer is to acquire new customers and cross-sell new policies to existing customers of the agency.

All individuals (producers) are required to be licensed if they sell, solicit, or negotiate (act as a producer) insurance products in Idaho.

## LICENSE RENEWAL

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- Licenses are issued for 2 years and expire on the last day of your birth month.
- You can renew up to 90 days prior to expiration.
- The renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.

## LATE RENEWALS

If your license is not renewed before the expiration date it will require reactivation.

- To reinstate your license online [click here](#).
- Reactivation is available up to one year past the expiration of the license.
- There is a non-refundable fee of \$120 if submitted online or \$160 if submitted by paper. plus applicable processing fees for reactivation.

## LICENSE COPIES

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## ACTIVITIES REQUIRING A LICENSE

Licensure is required for any entity engaged in the following activities:

- Discussing insurance with customers or potential customers.
- Selling any insurance policy or contract.
- Giving advice about the benefits, advantages, or disadvantages under any policy of insurance that could be issued in Idaho.
- Negotiating with a customer. This includes any interaction with customers concerning the possibility of obtaining insurance.

For a full list of activities which require a license please refer to the following Idaho Codes: [§41-1003](#), [§41-1004](#), [§41-1005](#)

## ADDING A LINE OF AUTHORITY

- To add a line of authority you need to:
- Hold the Line of Authority in your home state.
  - Submit an add line request via [NIPR](#)

## UPDATING YOUR INFORMATION

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## VOLUNTARY SURRENDER

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# Producer, Business Entity

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- The renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license has lapsed.

## AGENCY REGISTRATIONS

Business entities are required to register at least 1 Idaho-licensed producer who carries the lines of authority of the business (DLRP).

Appointments (for Insuring Companies) can be processed electronically through [NIPR](#) or [Sircon](#). Registrations (for Agencies) can be processed through [Sircon](#).

## CHANGE OF FEIN

If there is a change to the FEIN a new business entity license will be required.

The new license will need to be merged with the existing license via a request to merge license.

Active appointments and registrations will transfer to the new FEIN.

## REPORTING CHANGE OF OWNERSHIP

Business entities licensed as producers must report changes of ownership to the Department by using the [Notice of Change of Ownership Form](#).

## REPORTING CHANGE OF OFFICERS

Business entities licensed as producers must report changes to their Officers and Directors to the Department using the [Change of Officers/ Directors Form](#).

## UPDATING YOUR INFORMATION

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Idaho no longer sends a paper license.

## SECRETARY OF STATE

Business entities are required to register with the [Idaho Secretary of State](#) when they apply for a Producer License.

All name changes also need to be registered with Idaho's Secretary of state

For more information about the Idaho Secretary of State and the Department [click here](#).

## REPORTING OF ACTIONS

Licensees have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

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# Surplus Lines Broker

This page contains important reference material for your new license.

## IDAHO SURPLUS LINE ASSOCIATION (SLA):

Membership with the SLA is mandatory to ensure timely and accurate premium and tax reporting, per §41-1214(1).

- All brokers must file an electronic affidavit for each Idaho surplus line placement.
- To avoid late fees, filings must be done within 30 days of receipt of the policy.
- To ensure accuracy of your filings, use your credentials to [log in](#) and view/print your accepted filings.
- Contact Carrie at [carrie@idahosurplusline.org](mailto:carrie@idahosurplusline.org) for login in assistance.

## PREMIUM TAX

The SLA will send notification of amount of Premium Tax due for each broker to the DOI.

- Immediately following calendar year end, the SLA will send you a notification of accumulated annual premium volume and tax totals due.
- **Please note that Idaho requires zero tax filings.**
- Premium Tax must be submitted to the DOI on or before March 1<sup>st</sup> of each year.
- A late penalty of \$25 per day of delinquency after April 1<sup>st</sup> will be assessed by the DOI based on the postmark and/or electronic submission date.
- Reporting of \$0 premium is required and subject to late penalties after April 1st.

## LICENSE COPIES

You can download a free copy of your license via the [License Manager](#).

Idaho no longer sends a paper license.

## IDAHO DILIGENT SEARCH REPORT

Surplus lines brokers must

- Perform a diligent search of licensed insurers before procuring insurance through a surplus lines insurer.
- Keep a full record of each surplus line coverage procured in their office for 5 years.
- Document the search for at least 1 admitted carrier in Idaho before writing coverage.
- Make documentation of the diligent search available to the DOI for periodic audits upon request.

The diligent search requirement is waived if the risk is approved for export. Such risks can be identified on the SLA website. It is also waived for an Exempt Commercial Purchaser as defined in §41-1213.

## UPDATING YOUR INFORMATION

Please use the following links to update the information on your license.

- [Update Contact Information via NIPR](#)
- [Name Change, Individual](#)

## LICENSE RENEWAL

**You are responsible for the timely renewal of your license.** Licenses are issued for 2 years and expire on the last day of your birth month.

- **Your license does not automatically renew.**
- Separate renewals are needed for Producer and Surplus Lines Licenses. You can't hold Surplus Lines if the Producer License lapses.
- To renew online please click [here](#)
- The renewal fee must be received or postmarked prior to the expiration date to avoid a late fee.
- Residents renewing past the expiration date of the license will need to be reinstated.

## SURRENDER OF SURPLUS LINE LICENSE

It is critical to use the correct form in order to avoid penalties. The form needs to be submitted even if you have zero premium tax due.

Link to the form : [Voluntary Surrender form for a Surplus Lines License](#)

## REPORTING OF ACTIONS

Licenses have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at [www.nipr.com](http://www.nipr.com) as a convenient means of making your documents and explanations available.

## DEPARTMENT OF INSURANCE

agent@doi.idaho.gov - [www.doi.idaho.gov](http://www.doi.idaho.gov)

700 W State St Fl 3, PO Box 83720, Boise, ID 83720

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# ADVISORY CONCERNING SECURITIES SALES

## ADVISORY CONCERNING SECURITIES SALES

As a licensed financial professional, you undoubtedly want to have the broadest spectrum of quality products available for use with your clients. So too, product providers and promoters seek to have you offer their products to your client base. Unfortunately, some of these promoters want you to sell what later are found to be fraudulent financial products. Often these promoters convincingly represent that their products are not regulated and that no license is needed to sell their products.

Many non-insurance products are securities that are regulated by the Idaho Department of Finance (DOF). This means that the product or offering probably has to be filed with the DOF and that the person selling/recommending the product (you) must be licensed to sell securities.

Please be aware that fraudulent financial product promoters may attempt to convince you that their investment product is not a security. However, if the product promises an investment return and your client is essentially a passive investor<sup>1</sup>, it is likely that you are being asked to sell a security. The DOF notes that in recent years it has seen a variety of fraudulent securities offerings that insurance professionals were convinced to offer to their clients. These offerings included<sup>2</sup>:

- Promissory Notes, whether or not backed by assets or receivables.
- Equipment leasing income pools or specific equipment investment contracts.
- High Yield Investment Programs; sometimes called “trading” programs.
- Pay phone; Cell Tower; or other technology “income” focused “business opportunities.”
- Domestic or offshore resort-related purchase-to-rent real estate opportunities
- Sales of life settlement, viatical or similar investment mediums offered to Idaho investors<sup>3</sup>

If you are approached to promote or sell passive investment opportunities to your clients, be careful to vet the product and the promoter. You should also consider whether the product might be a security and contact the DOF in advance of selling the product. Doing this might save you from selling products that put you in violation of Idaho law and help you to avoid being involved in a possible enforcement action that could prove costly to you, not to mention the potential financial impact to your clients.

You can contact the DOF at (208) 332-8004 or Idaho toll-free at 1-888-346-3378 to inquire about any products or promoters that you have questions about.

<sup>1</sup> This often means that the investor relies on the expertise of the promoter to ensure that returns are earned.

<sup>2</sup> The list is not all-inclusive, but meant to provide meaningful examples of the types of products that might be considered securities.

<sup>3</sup> These types of products are statutorily defined as a security and regulated by DOF since 2004. The securities regulation is independent of regulations that may also be in place with the Department of Insurance.

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# Title Agent

This page contains important reference material for your new license.

## ANNUAL ESCROW FILING RATES

Licensed title agents conducting escrow closings are required to file escrow rates by March 15, to be effective on April 15 of each year.

If a title agent conducts escrow closings in multiple counties, a filing must be submitted for each county.

## RATES REVIEW

The Department of Insurance will be reviewing escrow rate filings of minimum negotiable rates to ensure that they are in compliance with [IDAPA 18.05.01.022](#) and [IDAPA 18.05.01.031](#).

As in the past, the Department will consider a minimum negotiable rate filing that is calculated by applying the filed rate to the average price of a residential sale in the county of licensure.

This average price can be based on individual title insurance agent data or an average that incorporates data from various sources, i.e. other title insurance agents. Please specify your basis of the average price in your filing.

The Department may request documentation of how the average residential sales price was determined prior to approval of a minimum negotiable rate

## CURRENT ESCROW RATES BY COUNTY

- [Short Term Rates](#)
- [Long Term Rates](#)

## WHERE TO SUBMIT RATES

All escrow rate filings and any supporting documents should be sent to:

Title Department

Phone: 208-334-4321, FAX: 208-334-4398

Idaho Department of Insurance

700 W. State Street, 3rd Floor

P.O. Box 83720

Boise, Idaho; 83720-0043

If sent by email, a portable document format (pdf) is required.

## SURETY BOND

Title agents are required to carry a Surety Bond in order to obtain and maintain a license in Idaho.

The minimum amount for the bond is \$10,000 per county in which the title insurance agent is licensed.

The bond must increase in increments \$10,000 with each additional escrow officer in the county up to the maximum bond amount of \$50,000.

The manager or supervisor of the title insurance agent's principal office in a county does not count as an escrow officer in determining the amount of the title insurance agent's bond.

## REPORTING OF ACTIONS

Licensees have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at [www.nipr.com](http://www.nipr.com) as a convenient means of making your documents and explanations available.

## RESOURCES

[Application Form, Title Insurance Agent](#)

[Appointment Form, Title Insurance Agent](#)

[Bond, Title Insurance Agent](#)

[Custodial Agreement](#)

[LLC Addendum, Title Insurance Agent Entities](#)

[Title Insurance Agent Endorsement](#)

[Renewal Packet, Title Insurance Agent](#)

[Title Insurance Agent Entities](#)

[Update Address Form, State to State](#)

[Update Address Form, Business Entity Form](#)

[Update Address, Phone, or Email Form](#)

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# Travel Limited Line

This page contains important reference material for your new license.

## TRAVEL LIMITED LINE

Travel insurance is designed to cover the costs and reduce the risk associated with unexpected events during domestic or international travel. It usually covers the insured in two main categories: costs associated with travel-related medical expenses and trip cancellations.

Travel Limited Line licensing is only required of wholesale entities, along with their designated responsible licensed producer.

## LICENSE RENEWAL

Limited lines (including travel) are part of your producer license and are renewed using the normal renewal process. This process is listed bellow.

**You are responsible for the timely renewal of your license.**

- To renew online please [click here](#).
- **Your license does not renew automatically, you must submit an application.**
- Licenses are issued for 2 years.
- The license expires on the first day of the month following the month of issuance.
- You can renew up to 90 days before expiration.
- The renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.
- Appointments/registrations are terminated once a license is lapsed.

## LIMITED LINES MANUAL

For an in-depth look at Limited Lines in Idaho please refer to the [Limited Lines Producer Pre-Licensing Manual](#).

## ANNUAL REPORTING REQUIREMENTS

Annually, no later than March 1<sup>st</sup>, the Wholesaler licensed for Travel Limited Line must report Idaho premiums and any updates to retail outlets covered under their license using the [online portal](#).

## LICENSE REACTIVATION

If your license was not renewed before the expiration date it will require reactivation.

- You can reinstate your license online through either [SIRCON](#) or [NIPR](#).
- Reactivation is available up to one year past the expiration of the license.
- There is a non-refundable re-instatement fee.

## COMPANY APPOINTMENTS

Business entities are required to register a carrier appointment prior to doing business.

Appointments can be processed electronically through [NIPR](#) or [Sircon](#).

## UPDATING YOUR INFORMATION

Please use the following links to update the information on your license:

- [Update Business Entity Address via Sircon](#)
- [Update Business Entity Email via Sircon](#)

Changes may also be submitted directly to the DOI via the following forms:

- [Name Change, Individual](#)
- [Update Address Form, State to State](#)

## REPORTING OF ACTIONS

Licensee's have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days of the action.

We encourage the use of the NIPR Reporting of Actions Warehouse at [www.nipr.com](http://www.nipr.com) as a convenient means of making your documents and explanations available.

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# Information for Business Entities

All entities doing business in Idaho are required to register with the Idaho Secretary of State. They can be reached at 208-334-2300 or online at <http://www.sos.idaho.gov>.

***PLEASE REFER ALL QUESTIONS REGARDING SOS REGISTRATION TO THE IDAHO SECRETARY OF STATE'S OFFICE. DOI staff cannot answer these questions.***

In an attempt to make the process easier for you, we have compiled the following checklist:

## **Forms for Residents:**

### [LLC Form](#)

- In question #3, please list your DRLLP as the Registered Agent.
- Page 2 of the form contains further instructions regarding this process/filing.

### [Corporation Form](#)

- In article 3, please list your DRLLP as the Registered Agent.
- Page 2 of the form contains further instructions regarding this process/filing.

## **Forms for Non-Residents:**

### [Corporation and LLC Form](#)

- In question #8, please list the Idaho Department of Insurance Director Dean L. Cameron as the Registered Agent. The address to include in this section is:  
700 W State Fl 3  
Boise, ID 83702.
- Be sure to include a certificate of good standing from your domicile Secretary of State.
- Page 2 of the form contains further instructions regarding this process/filing.

Your SOS Application should be sent (in duplicate) to the Idaho Secretary of State at 450 N 4<sup>th</sup> St PO BOX 83720 Boise, ID 83720. They will send you a stamped copy of the completed, filed form for your records.

Please e-mail or fax the final stamped copy of your Foreign Registration Statement if you do not have it completed prior to your application. Resident Agencies must be properly registered prior to

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