

MARYLAND INSURANCE ADMINISTRATION PRODUCER LICENSING

Frequently Asked Questions and Contact Information

Q. How do I add or delete a line of authority to an existing Producer license?

A. Producers may add a line of authority to an existing active license online on NIPR. Nonresidents adding a line must hold the line in their resident state.

Residents adding Life, Health, Variable Life, Personal Lines, Property and/or Casualty line to an active Producer license must first successfully pass the appropriate exam. Allow 2-3 business days to process the exam results then view the license on NIPR to verify if the line of authority has been updated. Do not apply for a new producer license.

The [Service Request Form](#) may be used to modify lines of authority or cancel a license. A resident licensee who requested that a line of authority be cancelled will need to re-qualify to have the line/s added at a later date by successfully passing the appropriate exam.

There is no charge for adding a line of authority to an existing active license and the expiration date of the license will remain the same. Submit the Service Request Form via e-mail to producerlicensing.mia@maryland.gov.

Q. How can I change my address?

A. A licensee must notify the Administration within 30 days of the change. This includes an email address as MIA sends notifications electronically. Failure to timely inform the Commissioner of a change of address is a violation of the Insurance Code and is subject to disciplinary action, including a fine.

Individual Licensees may change their addresses, including email addresses, using the Contact Change Request (CCR) feature at www.nipr.com. Business entities must submit the change of address to MIA.

NOTE: Address changes resulting in residency status changes are not permitted online.

Change of address notification may also be emailed to producerlicensing.mia@maryland.gov; faxed (410) 468-239; or mailed to:

**The Maryland Insurance Administration
200 Saint Paul Place, Suite 2700
Attn: Producer Licensing
Baltimore, Maryland 21202**

**Fax: (410) 468-2399
Email: producerlicensing.mia@maryland.gov**

Frequently Asked Questions and Contact Information (cont.)

Q. What address will be disclosed to the public?

A. Under the Public Information Act, our licensing records are considered to be public records. Upon written request, we are required to provide the business address of the license. If the business address is not available, the home address will be given.

Q. How do I change my name?

A. The Service Request Form is used to process a name change, including Trade Name. The completed form, along with supporting documents, may be sent via email, fax or mail.

Individual licensees must submit a copy of a marriage certificate, divorce decree, or court order. Business Entities must attach confirmation that the name change has been registered with the State of Maryland Department of Assessment and Taxation. Nonresidents must have already reported the change of name to their resident state.

Q. How do I print my license? Is there a fee?

A. Active licensees may print a copy of the license online at www.statebasedsystems.com or www.nipr.com. There is no fee. **Maryland no longer mails license certificates.**

Q. How do I request clearance from the state of Maryland?

A. You may email, fax or mail the Service Request Form to request a clearance/license cancellation. Confirmation of this request will be sent to the National Producer Database (PDB). If you are clearing out of Maryland to obtain a resident license in another state or jurisdiction, the new state will confirm the cancellation of your Maryland license using the National Producer Database.

Maryland no longer issues the paper letter of clearance.

Q. I am moving to Maryland from another state, and wish to become licensed in Maryland as a resident. What is required?

A. 1. If the applicant **currently holds an active Maryland nonresident license** they must submit the status change request via email, fax or mail within 90 days of the previous home state license cancellation. The request must include the licensee's current Maryland license number, the new residence address, mailing address, and business address if applicable. Maryland will verify the clearance electronically via the National Producer Database (PDB).

A. 2. If the applicant does not hold an active Maryland nonresident license they must submit the a new license application and the appropriate fee within 90 days of the previous home state license cancellation. The application may not be submitted online, only submit paper application. If the application is received within the 90 day period the licensee will be exempt from the pre-licensing and examination requirements. Maryland will verify the clearance electronically via the National Producer Database (PDB).

Q. When a Resident Licensee from Maryland moves out of state and becomes a resident in a new state, what procedures must they follow to convert their Maryland license to a non-resident license?

A. If the licensee has requested a clearance from Maryland, the licensee must submit a change of address and request that the license be re-activated with a non-resident status within 90 days of the clearance request. Maryland will verify the new resident state status electronically via the National Producer Database (PDB). If the request is not received within 90 days of the Maryland resident license being cleared / canceled, a new license application and fee are required.

***Do Not apply for a new non-resident license on www.nipr.com OR mail in a new non-resident license application if you are within 90 days of the Maryland resident license cancellation.**

Q. How do I update the Designated Responsible Person on a business entity license?

A. Business Entities may change the Designated Responsible Person by submitting the **Association-Designated Responsible Person [Form](#)** found on our website.

Q. How do I update/affirm an association with an agency?

A. Licensees may change or affirm their association by submitting the **Association-Designated Responsible Person [Form](#)**. The forms may be sent via mail, fax or email.

Q. How do I update/affirm the Owners, Officers, Partners, Directors of a business entity license?

A. Business Entities may change or affirm the Owners, Officers, Partners, Directors or Members of the firm by submitting the **Owners, Partners, Officers, Directors or Members [Form](#)** found on our website. The forms may be sent via mail, fax or email.

Q. Where can I obtain a list of approved Pre-Licensing Courses and Providers?

A. You may obtain a list of Pre-Licensing schools and download the Candidate Information Bulletin on PSI's website <https://candidate.psiexams.com>.

Q. I have recently taken and passed all or part of a Maryland state exam, how long are my scores valid?

A. The failed portion of the examination must be passed within six (6) months from the date PSI (our examination vendor) receives your eligibility from an approved pre-licensing provider. Once both parts of the exams have been passed, you must apply for a license within six (6) months.

Q. Where can I obtain a list of approved Continuing Education Courses and Providers?

A. You may obtain a list of approved CE courses and providers and view your continuing education transcript on Sircon's website: www.sircon.com.

Q. What is the procedure for reinstating a license that has been expired for more than one year?

A. A license that has been expired for more than one year must meet the requirements of a new applicant.

Q. Are Insurers required to report appointments or appointment terminations to the Maryland Insurance Administration?

A. Maryland no longer requires insurers to report appointments or terminations, except terminations for cause. Instead, the insurer is required to keep a Producer Register of its appointed agents beginning with those appointed on and after January 1, 2004 in accordance with Maryland Regulation (COMAR 31.03.13). Insurers are required every 31 days to check on whether any disciplinary action has been taken against their agents.

Q. Does a firm need an appointment?

A. Yes, before a firm may accept in its own name compensation for acting on behalf of or representing an insurer, the firm must hold a license in the kind or subdivision of insurance that it sells, solicits or negotiates and an appointment from each insurer that it represents in the same kind or subdivision of insurance. Both the firm and the individual insurance producer employed by the firm must hold a license and an appointment.

Q. Does a licensee need to report Administrative Actions taken against them by another jurisdiction or governmental unit in Maryland?

A. Yes. Within 30 days after the final disposition of the matter a report must be made to the Insurance Commissioner. The report shall include a copy of the order, consent order, and any other relevant legal documents. The information may be submitted via mail to the Producer Licensing Department or via fax to (410) 468-2399

Q. What is the turn-around time for my request?

A. In most cases, complete submissions are processed in 7-10 business days. Incomplete submissions may incur delays, be rejected/denied or not be processed.

<p>Contact Information Producer Licensing Customer Service 1-888-204-6198 8 a.m. - 5 p.m. Monday – Friday Producer Licensing Fax (410) 468-2399 Producer Licensing Email producerlicensing.mia@maryland.gov</p>	<p>SBS Help Desk 1-816-783-8990 8 a.m. - 5 p.m. Monday – Friday sbshelp@naic.org</p>	<p>Prometric (Continuing Education Vendor) 1-800-324-4592 www.prometric.com (CE Transcripts) www.sircon.com</p>	<p>State of Maryland Court of Appeals (410) 260-1500 www.courts.state.md.us</p>
<p>Code of Maryland Regulations www.dsd.state.md.us/comar</p>			
<p>PSI (Pre-Licensing / Examination Vendor) 1-800-733-9267 www.psiexams.com</p>	<p>Maryland Department of Assessment and Taxation (410) 767-1340 www.dat.state.md.us</p>	<p>National Insurance Producer Registry (NIPR) Customer Service (816) 783-8468 www.nipr.com</p>	<p>FINRA (301) 590-6500 www.finra.org</p>
<p>MIA Company Licensing (Insurers) (410) 468-2104</p>			