

MARYLAND INSURANCE ADMINISTRATION PRODUCER LICENSING

MOTOR CLUB REPRESENTATIVE REGISTRATION

- Maryland issues limited lines licenses to motor clubs that engage directly or indirectly in selling or offering for sale, furnishing, or procuring motor club service. The Motor Club licensee shall notify the Commissioner of the name, title, and address of each individual the licensee desires to appoint as a representative.
- Representative means an individual who, for compensation, solicits, or sells memberships, subscriptions Or franchises for a motor club.
- To apply to be a representative, an individual must:
 - pay the applicable fee,
 - complete and submit the Maryland Motor Club Representative Registration;
- The fee for an initial registration is \$5.00 if submitted September 1st – April 30th ; the fee is \$7.00 if submitted May 1st – August 31st.
- Registrations expire every year and may be renewed by the Motor Club licensee for an additional 1-year term. The renewal fee is \$2.00.
- The registration may be submitted via paper registration along with the fees and any additional documents, should be mailed to:

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

*Payments should be in the form of a check, money order, or cashier's check made payable to:
Maryland Insurance Administration.

Motor Club Representative Registration Form

Note: Regardless of who completes the application, the license applicant is ultimately responsible for the contents of the application and must provide accurate and complete information (if the application was completed by someone other than the applicant, the person who completes an application may also be held responsible for the contents of the application). An application that fails to disclose or fails to provide accurate information may result in the DELAY and/or DENIAL of the application. If your license has already been issued and it is later discovered that the information contained in your application is not true, correct, or complete, your license may be REVOKED and you may be subject to monetary PENALTIES (if the application was completed by someone other than the applicant, the person who completed the application may also be subject to administrative action). **If in doubt, disclose.**

Supplement forms and/or inquiries may be submitted by email to producerlicensing.mia@maryland.gov

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

Do a [NAME SEARCH](#) to verify if your application has been approved. When you have your license number, go to [PRINT LICENSE](#) to get a copy of your license. Fill in all search criteria to enable a successful search. Maryland does not send copies of licenses.

Note: All license or certificate fees are non-refundable whether the application has been approved, denied, cancelled, withdrawn, or when an applicant submits multiple applications for the same license or certificate.