

# MARYLAND INSURANCE ADMINISTRATION PRODUCER LICENSING

## PORTABLE ELECTRONICS INSURANCE LIMITED LINES LICENSE

- Maryland issues limited lines licenses to vendors to sell coverage under a policy of portable electronics insurance. A vendor is any person engaged in the business of leasing, selling, or providing portable electronics, or selling or providing services related to the use of portable electronics.

### INITIAL LICENSE APPLICATION:

- To apply for a license, the applicant must:
  - pay the applicable fee of \$54, required by Insurance Article, § 2-112, Annotated Code of Maryland;
  - complete and submit the NAIC Uniform Application;
  - complete and submit the Maryland Insurance Administration Limited Lines Supplement;
  - must submit and comply with the following\*:
    - All portable electronics insurance policies must have been previously filed and approved by the Commissioner.
    - The vendor must hold an appointment with each authorized insurer that it intends to represent.
    - All required disclosures must be filed and approved by the Commissioner.
    - The vendor must provide a training program, approved by the Commissioner, for any employee or authorized representative who sells coverage under a policy of portable electronics insurance to customers on behalf of the vendor.
    - Applicants must provide the Commissioner with the name and residential address of the person responsible for the vendor's compliance with the requirements of Maryland's Portable Electronics Vendors law, Subtitle 7 of Title 10 of the Insurance Article.

**\*Changes to any of the above must be immediately reported to the Maryland Insurance Administration\*\***

### RENEWAL APPLICATION:

- Licenses are issued to expire 2 years from the date of issuance.
- The fee for the renewal license is \$69, which includes the \$15 fraud prevention fee. Licensees who fail to submit a timely renewal may reinstate for up to one year after the license has expired. Those renewing late must also include the \$54, renewal fee, the \$15 fraud prevention fee, and an additional \$100 reinstatement fee.
- After one (1) year from the expiration date, licensees may re-apply for an initial license by completing all the Maryland initial license requirements.

### ONLINE AND PAPER APPLICATION PROCESS:


- Applications may be submitted via:
  - online through NIPR ( [www.nipr.com](http://www.nipr.com) ). A confirmation email will be sent to the email address provided on the application when your online application has been received. Make note of the transaction number so you may reference this when sending additional documents or inquiring for status.

or paper application, 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.**

 **NAIC Uniform Application Initial Business Entity**

 NAIC Uniform Application Renewal Business Entity

**Submit with initial and renewal application:**

 Maryland Insurance Administration Limited Lines Licenses and Registrations Supplement.

**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](mailto: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.**