

## MARYLAND INSURANCE ADMINISTRATION PRODUCER LICENSING

### SURPLUS LINES BROKER CERTIFICATE OF QUALIFICATION

- Resident and nonresident individuals and business entities requesting a Surplus Lines Broker Certificate or renewing an existing Certificate must also hold an active producer license for the kind of insurance being solicited or sold, whether it is for an initial or renewal application.

#### INITIAL AND RENEWAL LICENSE APPLICATION:

To apply for a Certificate, the applicant must:

- pay the applicable fee of \$100 or \$200, depending on the expiration date of the underlying producer license;
- resident applicants must submit a \$10,000 Surety Bond. Nonresidents are exempt from this requirement.
- complete and submit the NAIC Uniform Application.

#### 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 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 Individual**       **NAIC Uniform Application Initial Business Entity**

 **NAIC Uniform Application Renewal Individual**       **NAIC Uniform Application Renewal Business Entity**

**Surplus Lines Bond 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](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.**

## Premium Tax Requirements

**\*For additional information regarding Surplus Lines Premium Tax Requirements please call: 410-468-2104\***

 [Surplus-Lines Brokers Premium Tax Filing Requirements](#)

 [Surplus-Lines Quarterly Combined Affidavit](#)

 [Surplus-Lines Quarterly Report](#)

 [Semi-Annual Surplus-Lines Broker Tax Form](#)

Note: Semi-Annual Reports are required for zero (\$0) premiums during the reporting period

 [Surplus-Lines Payment Voucher](#)

 [Independently Procured Insurance Filing Instructions](#)

 [Independently Procured Insurance with Unauthorized Insurer](#)

 [Independently Procured Premium Tax Report and Payment](#)

Maryland Insurance Administration

Producer Licensing Customer Service ☐ 1-888-204-6198 Producer Licensing Fax ☐ (410) 468-2399

Producer Licensing Email ☐ [producerlicensing.mia@maryland.gov](mailto:producerlicensing.mia@maryland.gov)

[www.insurance.maryland.gov](http://www.insurance.maryland.gov)