

**MARYLAND INSURANCE ADMINISTRATION  
PRODUCER LICENSING**

**Frequently Asked Questions and Contact Information**

**Q. How do I add a line of authority to an existing license?**

A. Producers may add a line of authority to an active existing license by submitting a request in writing via mail or online via [NIPR](#). There is no charge for adding a line of authority to an existing license and the expiration date of the license will remain the same. If submitting the request via paper, the request should include the licensee's full name, license number, and line they are attempting to add. Residents adding a major line must successfully pass the exam. Nonresidents adding a line must hold the line in their resident state.

**Q. When should I advise the MIA of a change of address?**

A. A licensee must notify the Administration within 30 days of the change. In order to ensure that notifications are properly received, we must have your correct address. 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.

**Q. How can I change my address?**

A. Licensees may change their addresses using the Contact Change Request (CCR) feature at [www.nipr.com](http://www.nipr.com). Please note: Address changes resulting in residency status changes are not permitted online.

**Q. I do not wish to submit my address change request online, where should the change of address notification be sent?**

A. Change of address notification should be mailed or faxed to:

**The Maryland Insurance Administration  
200 St. Paul Place, Suite 2700  
Attn: Producer Licensing  
Baltimore, Maryland 21202  
Fax: (410) 468-2399**

**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. Licensees may change their name via mail by submitting the Producer Licensing Service Request Form or via fax to (410) 468-2399. The request should include a copy of a marriage certificate, divorce decree, or court order. 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](http://www.statebasedsystems.com). There is no fee. **Maryland no longer mails license certificates.**

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Frequently Asked Questions and Contact Information (cont.)**

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

**A.** You may fax the Producer Licensing Service Request Form, found on our website in the Producer section under Important Licensing Information. 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. 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.

**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 a request for an address change 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 a new license application and the appropriate fee within 90 days of the previous home state license cancellation. 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. 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 [www.psiexams.com](http://www.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 one (1) year 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 2 years.

**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](http://www.sircon.com) website: [www.sircon.com](http://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.

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**Frequently Asked Questions and Contact Information (cont.)**

**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.

**Contact Information**

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