

## Delaware Licensing Procedures

The Delaware Insurance Department accepts only electronic license and renewal applications.

Applicants may apply online through the NIPR (National Insurance Producer Registry). The NIPR Gateway is a communication network that electronically links state insurance departments with the entities they regulate. The website address to submit an application is:

[www.nipr.com](http://www.nipr.com)

Examination information may be obtained through our contractor, Pearson Vue. They may be contacted at 800-274-0455 or on the web at:

<http://www.asisvcs.com/publications/pdf/120800.pdf>

### PRODUCER

#### Resident –

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- Examination(s) from Pearson Vue
- State Criminal Background Report dated within 90 days of receipt (DE State Police 302-739-2528)
- Applicants applying for the Line(s) of authority **Bail Agent** (Bail Agent means a person required to be licensed under the laws of this State to sell, solicit or negotiate contracts of surety bail bond insurance and appointed by a surety insurer that is authorized to transact business in this State to sell, solicit or negotiate contracts of surety bail bond insurance.) or **Property Bail Agent** (Property bail agent" means any person, not appointed by a surety insurer, who pledges United States currency, United States postal money orders or cashier's checks or other property as security or surety for a bail bond in connection with a judicial proceeding and receives or is promised therefore money or other things of value.) are required to file a bond in the amount of \$20,000 with the Department. The bond may be faxed to 302-736-7906.
- **Property Bail Agents** are required to provide a copy of their fee schedule and contract. This may be faxed to 302-736-7906.
- Once the application has been submitted through NIPR, please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.
- \$75.00 Fee

#### Nonresident –

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- Applicants applying for the Line(s) of authority **Bail Agent** (Bail Agent means a person required to be licensed under the laws of this State to sell, solicit or negotiate contracts of surety bail bond insurance and appointed by a surety insurer that is authorized to transact business in this State to sell, solicit or negotiate contracts of surety bail bond insurance.) or **Property Bail Agent** (Property bail agent" means any person, not appointed by a

surety insurer, who pledges United States currency, United States postal money orders or cashier's checks or other property as security or surety for a bail bond in connection with a judicial proceeding and receives or is promised therefore money or other things of value.) are required to file a bond in the amount of \$20,000 with the Department. The bond may be faxed to 302-736-7906.

- **Property Bail Agents** are required to provide a copy of their fee schedule and contract. A Filing fee of \$50 must accompany the fee schedule and contract. [Title 18 Del. C. §701(21)]
- \$75.00 Fee

## **SURPLUS LINES BROKER**

**Resident – Please Note:** To qualify for a Surplus Line Broker License, the applicant must have an active Producer License for the LOAs they are requesting. A Surplus Line Broker License may be issued for one or more of the following LOAs: Property, Casualty, Surety, Marine & Transportation, and Personal Lines.

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- \$200.00 Fee

**Nonresident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- \$200.00 Fee

## **FRATERNAL PRODUCER**

**Resident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- State Criminal Background Report dated within 90 days of receipt (302-739-2528)
- Please fax the State Criminal Background Report to: 302-736-7906.
- \$75.00 Fee

**Nonresident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- \$75.00 Fee

## **Limited Lines Producer**

Limited Lines Producer Licenses are issued for the following Lines of Authority:

- Automobile Club
- Credit
- Life (Pre-Need Insurance) – Examination from Pearson Vue is required for a resident applicant.
- Title - Proof of Admittance to the Delaware Bar or examination from Pearson Vue is required for a resident applicant.
- Travel Accident & Baggage

### **Resident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- State Criminal Background Report dated within 90 days of receipt (302-739-2528)
- Please fax the State Criminal Background Report to: 302-736-7906.
- \$75.00 Fee

### **Nonresident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- \$75.00 Fee

## **ADJUSTER**

### **Resident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- Examination(s) from Pearson Vue
- State Criminal Background Report dated within 90 days of receipt (302-739-2528)
- Once the application has been submitted through NIPR, please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.
- \$75.00 Fee

### **Nonresident –**

- Nonresident licensees licensed in their home state where an exam has been taken may apply online at [www.nipr.com](http://www.nipr.com)
- Nonresident licensees who hold a license in a state other than their home state (where an exam has been taken) are required to complete a Form 2A <http://www.state.de.us/inscom/departments/licensing/New2A.pdf> and submit to the Department.
- Nonresident applicants who are not licensed in any state are required to take the Delaware exam and obtain a Criminal Background Report from their resident State Police Department dated within 90 days of receipt. The Form 2A <http://www.state.de.us/inscom/departments/licensing/New2A.pdf> and the Criminal Background Report must be submitted to the Department. Examination results are received electronically from Pearson Vue and do not need to be submitted to the Department.
- \$75.00 Fee

## **PUBLIC ADJUSTER**

### **Resident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- Examination from Pearson Vue

- State Criminal Background Report dated within 90 days of receipt (302-739-2528)
- Bond in the amount of \$20,000
- Copy of Contract (Title 18 Chapter 17A)
- Please fax the State Criminal Background Report dated within 90 days of receipt, Bond, and copy of contract to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be submitted to the Department.
- \$75.00 Fee

**Nonresident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- Bond in the amount of \$20,000
- Copy of Contract (Title 18 Chapter 17A)
- Please fax the Bond, and copy of contract to: 302-736-7906.
- \$75.00 Fee

**MOTOR VEHICLE APPRAISER**

**Resident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- Examination from Pearson Vue
- State Criminal Background Report dated within 90 days of receipt
- Please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.
- \$75.00 Fee

**Nonresident-**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- \$75.00 Fee

**APPRENTICE ADJUSTER/MOTOR VEHICLE APPRAISER (VALID FOR 1 YEAR)**

**Resident/Nonresident –**

- Electronic Submission: [www.nipr.com](http://www.nipr.com)
- Please fax the following to 302-736-7906:
  - A statement from a duly licensed adjuster/appraiser assuming full responsibility for the activities of the applicant and certification that the applicant is a full-time employee under his/her supervision.
  - A State Criminal Report dated within 90 days of receipt from the applicant's state of residence.
- \$25.00 Fee

**BUSINESS ENTITY AGENCY LICENSE**

A business entity acting as an insurance producer is required to obtain an insurance producer license. Application may be made online at [www.nipr.com](http://www.nipr.com)

Before approving the application, the Insurance Commissioner shall find that:

- The business entity has paid the fees set forth in Title 18 Delaware Code, Chapter 7; and
- The business entity has designated a licensed producer responsible for the business entity's compliance with the insurance laws, rules and regulations of this state.
- \$75.00 Fee

### **Change of Name**

Report any change in name to the Insurance Department within THIRTY (30) DAYS of the change on a Form 2C (<http://www.state.de.us/inscom/departments/licensing/New2C.pdf>). A fee of \$10, proof of name change, and a Form 2C are required for change of name. A revised license will be forwarded to the licensee.

### **Change of Address**

Address changes may be made online at: [www.nipr.com](http://www.nipr.com) and must be reported within THIRTY (30) Days of the change.