

Karen Weldin Stewart, CIR-ML
Commissioner



Delaware Department of Insurance

RENEWAL NOTICE: FEES DUE BY FEBRUARY 28, 2013

****Please Note: Renewals received after February 28, 2013 will be charged double the renewal fee.****

All non-resident licensees (individuals and business entities) are required to renew by February 28, 2013. Renewal notices will no longer be mailed out to the licensees. (Please refer to **Bulletin 20**) **Renewal fees must be paid online at:**

www.nipr.com

Fee for renewal is \$75.00 for all individuals and business entities for the following License Types: Producer, Adjuster, Public Adjuster, Appraiser, Fraternal Producer, and Limited Lines Producers. Individual Surplus Lines Brokers are required to pay a \$125.00 fee. **(Please note: Renewals received after September 1, 2013 will be charged double the renewal fee and a \$200.00 Administrative Penalty.)**

Licensing Attachment Warehouse

If a licensee answers "Yes" to one or more Background Questions, supporting documentation may be attached online through NIPR's Licensing Attachment Warehouse at the following link: **<https://pdb.nipr.com/docMgmt/main.html>** The Electronic Attachment Warehouse eliminates the need to fax or mail the supporting documentation. Licensees who are unable to use the NIPR Attachment Warehouse website may fax the supporting documentation to: 302-736-7906.

Address Changes:

Individuals may change their address online at: **www.nipr.com** Business entities must submit a Form 2C (located on our website at: **www.delawareinsurance.gov**) and either fax or mail to the Department.

Cancellation of License: Should you choose not to renew, **you must notify the Department in writing.** Please submit a signed request in writing and either fax or email (**licensing@state.de.us**) to the Department. Licensees who fail to renew, without informing the Department of cancellation, will be subject to Administrative Action.

Email Updates:

Licensees are required to provide valid email addresses to the DOI. Please enter your email address at the appropriate link below:

Click **here** to update email addresses for individuals.

Click **here** to update email addresses for business entities.