

# Producer Licensing FAQs

\*Follow this [link](#) for **Continuing Education** questions.

<a href="#">Pre-licensing education classes</a>	<a href="#">Taking the state exam</a>	<a href="#">Apply for a license/Add another line</a>	<a href="#">Transfer a Resident License/ Letter of Clearance</a>	<a href="#">Renew or reinstate a license</a>	<a href="#">A copy of the license</a>
<a href="#">Licensing Fees</a>	<a href="#">Find my Indiana license number or National Producer Number (NPN)?</a>	<a href="#">Change information in a Agent/Agency record</a>	<a href="#">Status of an application</a>	<a href="#">Our address, phone numbers &amp; fax number</a>	

- **Where do I find pre-licensing education classes?**
  - Go to [www.sircon.com](http://www.sircon.com). From the quick-start area, click through the “look up education courses” and choose Indiana.
  - Click through the “Approved Courses Inquiry” link.  
Choose pre-licensing education in the drop down box at the top of the page.
    - Health courses and combined Life & Health courses are found on the Life page.
    - Personal Lines courses are found through the Property & Casualty page.
  - To set up a course, contact the education provider of your choosing.
    - ***There are so many education providers, which one should I choose?***
      - The department of Insurance cannot recommend education providers. For your information, a chart of passing state exam rates for all pre-licensing education providers can be found [here](#).
  
- **How do I register to take the licensing exam?**
  - Test registration is done online [here](#). If this is your first time taking the test please click through the “Applicant Registration” link at the top right of the page.
    - ***I have registered before, but I don’t remember my login ID or password.***
      - Or -
    - ***I have registered before, but what if my personal information has changed?***
      - Call PAN, the testing vendor support line at **877-449-8378**.
      - If you need to reschedule an exam within 24 hours of your scheduled exam time, email [IDOI\\_support@panpowered.com](mailto:IDOI_support@panpowered.com).
  
- **What’s the status of my application?**
  - To review the status of a pending application, please begin with the [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com) websites, depending on where you submitted your application
  
- **How do I apply for a license or add on another line of authority to my existing producer license?**
  - A Resident or Non-Resident producer license can be applied for online at [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com).
    - ***I have been licensed before, what if my personal information has changed?***
      - Please submit your application online as is. You may change your personal information by Service Request Form after your license has been reactivated. As the department no longer mails licenses, there is no risk of your license being mailed incorrectly.
    - ***I’m having trouble with the online application who should I call?***
      - For Sircon/Vertafore please call: (877) 876-4430
      - For NIPR please call: (855) 674-6477

[Back to Top](#)

- **I'm transferring my resident license from/to another state, how do I apply?**

- To transfer a resident license to Indiana, apply by [paper application](#), and mail to our address below. With your application, please submit your former resident state letter of clearance and the \$40 application fee by check or money order made payable to the Indiana Department of Insurance.

**Indiana Department of Insurance**  
**Attn: Agency Licensing**  
**311 West Washington Street, Suite 103**  
**Indianapolis, IN 46204**

- Many states require a Letter of Clearance to transfer a resident license. To obtain a clearance letter from the IDOI please submit the [Service Request Form](#) by fax or email to the attention of Calla Dain at 317-232-5251 or [cdain@idoi.in.gov](mailto:cdain@idoi.in.gov).

- **How do I renew my producer license?**

- Renew your license online at [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com)
- Renewal invoices are generated and sent as a courtesy 60 days in advance of the license expiration date.
- ***I tried to renew through Sircon, but it couldn't find my invoice.***
  - Start from the sircon home page, click renew a license, individual or firm, choose Indiana, and then click the "Search for a specific license" link.
  - If your license has become inactive within the past year you will need to **reinstate it, do not reapply.**
    - Call Megan Canfield at 317-232-5265 or email [MCanfield@idoi.in.gov](mailto:MCanfield@idoi.in.gov) for your particular license reinstatement procedures.
- ***What if I didn't get my renewal notice?***
  - Renewal reminders are sent by email only.
    - If you do not have an email address on file with the department no notice will be sent. There is a possibility of an address violation for failure to notify the department of an email address.

**Renewal notices are sent as a courtesy by the department. It is the responsibility of producers to complete any required continuing education and pay their renewal fee on time.**

- If you have completed all Continuing Education requirements for your license and are within 30 days of your expiration date, your renewal invoice will still be open online to be paid.
  - If you need an extension to complete your CE requirements, please submit the [CE Extension Request Form](#) and fee *before* the expiration of your license.
- **I need to:**
    - Change my residential or business address
    - Change my personal or business name
    - Update my email address
    - Correct my SSN/FEIN
    - Add or remove a designated responsible licensed producer (DRLP) with my business
    - Add an assumed business name (agencies only)
    - Cancel my license or a line of authority on my license.
      - Please submit the [Service Request Form](#) to the attention of Carolyn Farmer to address, fax number, or email address at the top of the form.

- **How do I get a copy of my license?**

- As the department no longer mails paper licenses, a copy can be obtained at [www.sircon.com](http://www.sircon.com) through the "print a license" link in the quick start area of the home page.
- ***Why is there a charge for my license?***
  - If you have not processed a license renewal or license application through [www.sircon.com](http://www.sircon.com) within the past 30 days they will charge for a copy of the license.
  - If you choose to sign up for the Sircon/Vertafore Producer's Edge free subscription service the license printing fee is waived.

[Back to Top](#)

- **What is my Indiana license number or National Producer Number (NPN)?**
  - Follow this [link](#) to Indiana's Sircon/Vertafore page and click through the "Find your license number/NPN" link found on the left side of the home page.

## Contact Information

**Indiana Department of Insurance**  
**Attn: Agency Licensing**  
**311 West Washington Street, Suite 103**  
**Indianapolis, IN 46204**  
**Fax: 317-232-5251**

- **Renewing or Reinstating** your license or have an **Adjuster Licensing** question?
  - Call Megan Canfield at (317) 232-5265 or email [MCanfield@idoi.in.gov](mailto:MCanfield@idoi.in.gov)
- Applying for a **New Non-Resident** Producer or Agency license or adding on a new line of authority?
  - Call Beth Miller at (317) 232-2411 or email [BEMiller@idoi.in.gov](mailto:BEMiller@idoi.in.gov)
- Applying for a **New Resident** Producer or Agency license or adding on a new line of authority?
  - Call Calla Dain at (317) 232-2412 or email [CDain@idoi.in.gov](mailto:CDain@idoi.in.gov)
- Need to change your personal or agency **Information**?
  - Call Carolyn Farmer at (317) 232-2413 or email [CFarmer1@idoi.in.gov](mailto:CFarmer1@idoi.in.gov)
- Have questions about your **Continuing Education**?
  - Call Dikitra Jefferson at (317) 232-5858 or email [DJefferson@idoi.in.gov](mailto:DJefferson@idoi.in.gov)

[Back to Top](#)

### Licensing Fees for Individuals and Business Entities

#### Nonresident Retaliatory Fees

- **Producer IC 27-1-15.6-32**
  - Application/Renewal
    - Resident \$40 <http://www.in.gov/idoi/2479.htm>
    - Nonresident \$90 <http://www.in.gov/idoi/2680.htm>
  - Reinstatement [http://www.in.gov/idoi/files/Bulletin\\_108.pdf](http://www.in.gov/idoi/files/Bulletin_108.pdf)
    - Resident \$160
    - Nonresident \$360
- **Surplus Lines IC 27-1-15.6-32**
  - Application/Renewal <http://www.in.gov/idoi/2486.htm>
    - Resident \$80
    - Nonresident \$120
  - Reinstatement
    - Only nonresident retaliatory states have reinstatement fee
- **Independent Adjuster IC 27-1-28-12, 27-1-28-13, 27-1-28-14 & 27-1-28-17**
  - Application/Renewal
    - Resident \$40 <http://www.in.gov/idoi/2729.htm>
    - Nonresident \$90  
[http://www.in.gov/idoi/2712.htm#License\\_Reinstatement](http://www.in.gov/idoi/2712.htm#License_Reinstatement)
  - Reinstatement
    - Resident \$80 <http://www.in.gov/idoi/2729.htm>
    - Nonresident \$180  
[http://www.in.gov/idoi/2712.htm#License\\_Reinstatement](http://www.in.gov/idoi/2712.htm#License_Reinstatement)
  - All Indiana Designated Home State Independent Adjuster licensing fees are the same as Nonresident Independent Adjuster licensing fees.  
<http://www.in.gov/idoi/2731.htm>

- **Public Adjuster IC 27-1-24-4**
  - Application/Renewal
    - \$50 <http://www.in.gov/idoi/2680.htm>
- **Consultants IC 27-1-15.6-23**
  - Application/Renewal
    - \$40 <http://www.in.gov/idoi/2479.htm>
- **Portable Electronic, Self-Storage, & Travel Insurance  
IC 27-1-15.9-18, 27-1-16.1-16, & 27-1-15.6-19.7**
  - These license types follow the Producer fees for licensure with no nonresident retaliatory fees.

#### **Nonresident Retaliatory State Fees**

- IL [http://www.in.gov/idoi/files/0528\\_001.pdf](http://www.in.gov/idoi/files/0528_001.pdf)
- \*CA, CT, MA, and NJ [http://www.in.gov/idoi/files/New\\_Retaliatory\\_Fees.pdf](http://www.in.gov/idoi/files/New_Retaliatory_Fees.pdf)

\*New California Fees:

Producer - Individual \$154 per line of authority

Producer - Organization \$154 per line of authority

Producer - Organization, Credit \$371

Limited lines - \$154 per line of authority

Surplus Lines - Individual \$534

Surplus Lines - Agency/Entity \$1070

Public Adjuster - Individual or Entity \$218

Independent Adjuster - Individual or Entity \$257

Note: California considers a line of authority to Life only, Life, Accident & Health only, Accident & Health only, Property & Casualty only (P&C are combined as one).

[Back To Top](#)