

AGENT SERVICES

TO: All Interested Parties
FROM: Agent Services Division
DATE: February 3, 2012
RE: 2012-2013 LICENSE RENEWAL INVOICE-PAYMENT DUE 3/31/2012

SELF-EMPLOYED ADJUSTERS, COMPANY/INDEPENDENT FIRM ADJUSTERS, HAIL ADJUSTERS, PUBLIC ADJUSTERS, AND MOTOR VEHICLE DAMAGE APPRAISERS

In order for North Carolina adjusters and appraisers to renew their license, they are required to complete an online renewal application and pay the applicable license renewal fee through one of the electronic methods. They must identify the adjuster/appraiser group they fall into below and follow the steps to make their license renewal payment online beginning February 1, 2012:

STEPS ONLY FOR - NC RESIDENT ADJUSTERS/APPAISERS and NC DESIGNATED HOME STATE ADJUSTERS/ APPRAISERS:

1. On the Internet, go to www.nipr.com to complete the NIPR resident renewal application
2. Follow the links to resident license renewals. Enter NC as your resident state and enter your National Producer Number (NPN) as your NC license number to access your license renewal application.

NPN Lookup is available on NIPR's website: <https://pdb.nipr.com/html/PacNpnSearch.html>

Please note, your NC resident adjuster license expiration date (except for hail adjusters) reflects your biennial CE compliance date. A license renewal fee payment is still due by 3/31/2012 regardless of the license expiration date.

STEPS ONLY FOR - NON-RESIDENT ADJUSTERS/APPAISERS LICENSED IN YOUR HOME STATE

1. On the Internet, go to www.nipr.com to complete the NIPR non-resident renewal application
2. Follow the links to non-resident license renewals. You will be asked to identify your resident state and enter your active resident state license number to access your license renewal application.

STEPS ONLY FOR - NON- RESIDENT ADJUSTERS/APPAISERS NOT LICENSED IN HOME STATE (designated home state other than NC):

1. On the Internet, go to https://sbs-nc.naic.org/Lion-Web/jsp/login/login_main.jsp to complete the SBS external renewal application
2. Sign-in to SBS Online License Renewal in order to access your non-resident NC license renewal. The User Name will be your National Producer Number (NPN) plus additional leading zeros to equal a ten digit number and the Password is your NPN (if your NPN is only 5 digits you must enter one leading zero to equal a six digit number).

Example: Your NPN is: 12345 (User Name will be 0000012345/Password will be 012345)

ALL adjusters and appraisers should print confirmation of paid renewal fee and completed license renewal application. The Department will not mail renewal payment confirmation. Licensees may use the Department's on line agent information portal to view their current license status at www.ncdoi.com. **Failure to complete the renewal application and pay the renewal fee by 5/15/2012 will result in their license authority cancelling effective 3/31/2012.**

If you have any additional questions, please contact Agent Services Division at 919-807-6800.