



**DEPARTMENT OF INSURANCE**  
**State of North Carolina**

1204 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1204

**JIM LONG**  
COMMISSIONER OF INSURANCE

**PUBLIC SERVICES GROUP**  
AGENT SERVICES DIVISION  
(919) 807-6800

December 14, 2007

Bail Bondsman Name  
Mailing Address  
City, State Zip Code

**Re: Information About Your National Producer Number (NPN) - Individual NPN  
and Requirements to Change Your Address**

Dear Bail Bondsman:

North Carolina recently upgraded the licensee database and these changes impact your license in two ways.

**New License or Permit Number**

You have been assigned a new license number or permit number indicated above. Effective immediately, North Carolina will use the National Producer Number (NPN) as your new license number/permit number. You will be required to use your NPN (license number/permit number) to identify yourself to Agent Services Division and all interested parties for licensing matters in lieu of your previous permit number.

All bail bond permits previously issued to you will be listed under your new NPN (license number/permit number). If you hold more than one type of bail bond license (eg surety and professional), both authorities are now listed under the same NPN number.

Please make note of your unique NPN number (license number/permit number) listed above. If you should misplace this notification, you may obtain your NPN by accessing [www.nipr.com](http://www.nipr.com) and following these directions:

On the left side of the webpage is a link titled National Producer Number (NPN) Access. Click on this link and you can search two ways for your NPN:

- 1) By SSN and Last Name
- 2) By resident license number (NPN) and state

The Agent Services Division has worked closely with the Administrative Office of the Courts (AOC) to ensure that the new licensing system will provide the same licensing updates to the Electronic Bondsmen's Registry. Your NPN will be entered into the registry along with your individual permit numbers.

### **Address Changes**

Changing your address is now easier since you may now submit individual address change requests through an online service, Address Change Request (ACR) function at [www.nipr.com](http://www.nipr.com). Please remember if you are a professional bail bondsman that your residential address **must be** the physical location of your dwelling. On the left side of the webpage is a link titled Address Change Request. Simply click on this link and enter your state, your NPN number (license number/permit number) and your last name.

There is no transaction fee in North Carolina to make an address change through ACR. Remember bail bond licensees are required to notify Agent Services Division of a change in residence address within ten (10) days. A statute change effective January 1, 2008 allows the Department to charge a \$50.00 administrative fee for failure to notify a change in residence address within ten (10) days.

Bail bond licensees may utilize ACR to change their address, submit the change of address form located on the Department's website [www.ncdoi.com](http://www.ncdoi.com), or via an e-mail notification to [ASD@ncdoi.net](mailto:ASD@ncdoi.net).

The Department is committed to assisting bail bond licensees through this transition. You may direct questions by telephone to Agent Services Division at (919) 807-6800 or via e-mail to [asd@ncdoi.net](mailto:asd@ncdoi.net).

Sincerely,

*Etta P. Maynard*

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Deputy Commissioner  
Agent Services Division