

**AGENT SERVICES**

**TO:** All Insurance Companies  
All Adjusting Companies

**FROM:** Etta Maynard

**DATE:** September 17, 2009

**RE:** License Cancellations

Agent Services Division has cancelled the licenses required to pay a license renewal fee by April 1, 2009 for the 2009-2010 license period. The following license types were cancelled effective 3/31/2009 for non-payment:

- Individual licenses for Self-Employed Adjusters, Brokers, Viatical Settlement Brokers, and Motor Vehicle Damage Appraisers.
- Business Entity licenses for Corporations, Partnerships, Auto Rental Limited Lines Licenses, and Self-service Storage Limited Licenses.

Individuals and business entities have been sent notification of their license cancellation. This notification advises them if they still have a professional requirement for the cancelled license type, they must reapply for licensure and pay the registration fee online at [www.nipr.com](http://www.nipr.com). **Non-resident self-employed adjusters not licensed in their resident state will need to send a paper application to Agent Services Division to reapply for licensure. Resident self-employed adjusters will need to take and pass the adjuster state examination.**

If a licensee's records show that the renewal fee was paid, they are instructed to provide us with the following documentation via e-mail to [ASDfinancial@ncdoi.gov](mailto:ASDfinancial@ncdoi.gov):

- If renewal was paid directly to Agent Services Division, they must send their license information and a copy of the cancelled check (front and back) verifying payment.
- If renewal was paid through NIPR, they must send their license information and the NIPR renewal transaction number.

Although e-mail is the preferred method to receive the above renewal documentation, they may also fax to ATTN: Financial Section at 919-715-7352 or 919-715-3794.

Please contact the Agent Services Division at (919) 807-6800 if you have any questions.