



South Carolina Department of Insurance

NIKKI R. HALEY
Governor

Office of Individual Licensing
1201 Main Street, Suite 1000
Columbia, SC 29201

Mailing Address:
P.O. Box 100105, Columbia, S.C. 29202-3105
Telephone: (803) 737-6095

TO: All Agencies Licensed in South Carolina

SUBJECT: Agency License Renewal January 1-31, 2012

DATE: December 1, 2011

Agency license renewal begins on January 1, 2012 and ends on January 31, 2012. To complete the renewal, all licensed agency owners must pay a licensing renewal fee of \$40 and complete a renewal application by January 31, 2012.

Agencies may renew online through the **National Insurance Producer Registry (NIPR) at www.nipr.com or by submitting a paper renewal** to the Department. Paper applications can be printed from the Department's website at www.doi.sc.gov. Agencies renewing online through NIPR will receive immediate confirmation of renewal status. However, there is a processing fee of five dollars (\$5) for online renewals through NIPR. Renewals submitted by paper will have to be manually processed by the licensing staff. Agencies choosing to renew by submitting a paper application should allow sufficient time for the renewal to be manually processed. The agency license status can be viewed on the Department's website by doing a search at <https://online.doi.sc.gov/Eng/Public/Static/DBSearch.aspx>.

Note: In order to maintain the agency license, an agency must pay the license fee and have at least one licensed and appointed producer assigned to the agency. Any business transacted by an agency or producer with a lapsed or canceled license shall constitute the unauthorized transaction of insurance business and is subject to a fine being applied by the Department.

CHANGE OF AGENCY ADDRESS

South Carolina Code Section 38-43-107 requires agency owners to notify the Department within 30 days of any address change. Agencies can update their address online by using the User ID and Password assigned to the agency by the Department. Failure to keep a current agency address will result in administrative penalties being assessed against the agency. If the agency owner cannot remember the User ID and/or Password, please send an email to the Department's Technology Division at: irmmail@doi.sc.gov.

CHANGE OF PRODUCER ADDRESS

Agency owners are encouraged to remind licensed producers affiliated with the agency to report their home, business or email address changes to the Department within 30 days after establishing a new address.

AGENCY LICENSE FEES AND PENALTY PROVISION

South Carolina Code Section 38-3-240 (A) (2) provides that an agency transacting the business of insurance in this State shall pay a biennial \$40 license fee for two years in order to avoid cancellation of the license. The licensing renewal application and fee must be received by the Department by January 31, of every even numbered year. Regulation 69-33 Section IV provides that if the fee and completed application is not received by January 31 of the even numbered year

(2012), the license must be canceled. Reinstatement for any agency license canceled is subject to a penalty fee of \$250 plus the license fee of \$40 for a total of \$290. Regulation 69-33 Section V. (A)

MISCELLANEOUS

Your cancelled check or, if applying online, the confirmation from NIPR will serve as your receipt. Please make certain all spaces on the Renewal Application are completed and the fee is paid, or your application may be returned.

If you have any questions, please submit an email to the licensing mailbox at agntmail@doi.sc.gov.

PRINTING AN AGENCY LICENSE

Agency licenses are continuous, if not canceled or revoked. Therefore, a new license will not be mailed. To obtain a license copy, please go to the Department's home page at www.doi.sc.gov and follow the instructions below. There is no charge for printing the licenses, and copies of duplicate or amended licenses can be obtained at anytime.

1. Click [SCDOI Online Services](#).
This link is available at the top left corner of the home page at www.doi.sc.gov.
2. Select "Print Agency License" under the Registered Agency Users heading.
3. You must accept the License Certification Terms of Use before proceeding. If you agree with the terms, click "I Accept" at the bottom of the page.
4. Key in the FEIN and Agency Code in the format as shown next the fields on the License Print Login page and then click "Login."
5. Click "Print License."

AGENCY RENEWAL INSTRUCTIONS ARE AS FOLLOWS:

Agency Renewal: Two Options for renewal will be available:

Renewal begins on January 1, 2012 and ends on January 31, 2012.

RENEWAL OPTION 1:

Go ONLINE on the Department's website to print a paper renewal application.

1. Go to the Department's home page (www.doi.sc.gov).
2. Scroll down to the "Individual/Agencies" section.
3. Under the "Individual/Agencies" section scroll down to "Agency."
4. On the "Agency" page, scroll to "License Renewal" and click on "Agency Renewal Application."
5. Print the application.
6. Complete all spaces and answer all questions on the application.
7. If your address, FEIN number or designated responsible producer has changed, update it on the renewal application.
8. Sign the properly completed application and mail it to the Department with the payment of \$40.
9. Department's mailing address:
South Carolina Department of Insurance
P.O. Box 100105
Columbia, SC 29202

RENEWAL OPTION 2:

Go ONLINE to NIPR'S website to electronically renew (ERL) the agency license.

Instructions for SC resident agencies to renew at NIPR

1. Go online to renew at www.nipr.com.
2. You must have your SC agency license number and FEIN (Federal ID number) or your SC agency license number and NPN Producer Number) to renew on this website. The agency SC license number can be obtained by doing a search on the Department's Homepage at www.doi.sc.gov. At the top of the page in the gold bar click on "Search SCDOI Database" and enter the agency name.
3. The agency NPN can be obtained when you begin the renewal electronically.
4. On NIPR's home page, go to the blue column on the left side of the page.
5. In the blue column, scroll down to "**Electronic Licensing**".
6. Under the Electronic Licensing section SC resident agencies, go to Resident Producer and click on "**Renewals**".
7. On the next page, in the blue column on the left side of the page click on **ERL Application (Electronic Renewal License)**.
8. On the "**Use Agreement**" page, scroll to the bottom of the page and click on "**Accept**."
9. On the next page (Electronic Resident Licensing or Renewal" page) select "South Carolina" in the "Resident State" drop down box.
10. Next, select "Business" for the "License Type."
11. Next, select "Apply to renew and existing Resident License OR resume an existing renewal application".
12. Next, go to the "Resident License Renewal" section.
13. Next, enter your FEIN and SC agency number, **OR** enter the agency NPN and SC agency number.
14. To obtain the NPN, click on the blue "**NPN**" button.
15. To look up NPN, use one of the search options. After entering information in one of the search options, click on "**Submit Query**."
16. Write down the agency "NPN." To return to the renewal application close the window or page you are on.
17. After entering the required information, click the "**NEXT**" button.
18. The next page will show the License that is being renewed. Click on the "Next" button.
19. On the "**Business Data**" next page, enter the biographical information (phone number, mailing address, etc.).

20. Click the “**NEXT**” button. Complete requested information and enter your credit card information.

Instructions for Nonresident agencies to renew at NIPR

1. Go online to renew at www.nipr.com.
2. You must have your home state (resident) agency license number and FEIN (Federal ID) or NPN (National Producer Number) to renew on this website
3. The agency NPN can be obtained when you begin the renewal electronically.
4. On NIPR’s home page, go to the blue column on the left side of the page.
5. In the blue column, scroll down to “**Electronic Licensing**”.
6. Under the Electronic Licensing section SC nonresident agencies go to Non-Resident Producer and click on “**Renewals**”.
7. On the next page, in the blue column on the left side of the page click on Begin **NRR Application** (Nonresident Renewal).
8. On the “**Use Agreement**” page, scroll to the bottom of the page and click on “**Accept.**”
9. On the next page (Electronic Resident Licensing or Renewal” page) select your home state” in the “Resident State” drop down box. Then, enter your home state (resident state) license number.
10. Next, select “Business” for the “License Type.”
11. Next, select “Apply to renew and existing Non-Resident) license.
12. Next, enter your FEIN **OR** NPN)
13. To obtain the NPN, click on the National Producer Number “NPN’ button.
14. To look up NPN, use one of the search options. After entering information in one of the search options, click on “**Submit Query.**”
15. Write down the agency “NPN.” To return to the renewal application close the window or page you are on.
16. After entering the required information, click the “**NEXT**” button.
17. The next page will show the License that is being renewed. Click on the “Next” button.
18. Follow all the instructions to complete the renewal of the agency license.