



South Carolina Department of Insurance

NIKKI R. HALEY
Governor

March 20, 2012

NOTICE TO SURPLUS LINES BROKERS LICENSE RENEWAL PERIOD: MAY 1-31, 2012

The purpose of this notice is to inform you it is time to renew your broker's license. South Carolina law requires all licensed brokers to renew their broker's license in May of every even-numbered year. See S.C. Code of Laws Section 38-45-50: Regulation 69-33.

The broker license renewal period begins May 1 and ends at 5:00 P.M. on May 31, 2012. To complete the renewal process, all licensed brokers must complete an online renewal application and pay a license renewal fee of \$200.

Brokers that also hold a producer license must remember that **the broker license is contingent on having an active producer license.** If the producer license is not renewed, the broker license will cancel.

FAILURE TO RENEW/REINSTATEMENT OF THE BROKER'S LICENSE

Failure to renew your broker's license and pay applicable license renewal fees by 5:00 P.M. May 31, 2012 will result in the cancellation of your broker's license. ***If you do not renew your license by the May 31, 2012 deadline, your broker's license will be canceled, and you will be prohibited from transacting any insurance business requiring a broker's license.*** A broker may reinstate a license canceled due to nonrenewal by completing the license renewal process and paying all applicable fees. State law requires payment of a \$200 license reinstatement fee, in addition to the \$200 license renewal fee (**\$400 total**) in order to reinstate a broker license that has been canceled for nonrenewal.

INSTRUCTIONS AND PROCEDURES FOR COMPLETING BROKER LICENSE RENEWALS

Brokers will renew their license and pay the \$200 license renewal fee electronically between May 1, 2012 and May 31, 2012 by following one of the two options that are given on page two.

If you like to be notified via e-mail about matters affecting your license (renewal, CE requirements, bulletins) please subscribe by going to our website at <http://www.doi.sc.gov> then click on 'Email Notification Subscription' on the menu on the left.

RENEWAL OPTION 1: RENEW ON DOI WEBSITE

Go ONLINE to renew on the Department's website which will be available **beginning May 1, 2012.**

1. Go to the department's home page (www.doi.sc.gov).
2. At the top of the home page, click on SCDOI Online Services.
3. Under the **General Public** heading scroll down to "Renew Individual License."
4. Enter the last four (4) digits of your social security number, your South Carolina license number and your date of birth.
5. Choose the License you are renewing.
6. Follow the instructions on the screen.
7. Select payment option.
8. **Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.**

Fees may be paid by Electronic Check, or by Credit Card. If paid by Credit Card, a \$4.40 processing fee will be added to the \$200 license renewal fee.

RENEWAL OPTION 2:

1. **Go ONLINE** to renew at: www.nipr.com. NIPR will be available beginning May 1, 2012. Please do not try to renew before May 1, 2012.
2. **Follow NIPR's online instructions.**
3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee.
4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

TO CHECK THE STATUS OF YOUR RENEWAL, DO THE FOLLOWING:

1. Go to the Department's home page (www.doi.sc.gov)
2. On the left side of the screen, click on the "**SC LICENSEE LOOK UP**" Button.
3. Click Search for individuals.
4. Key in your license number, NPN number **OR** your last and first name.
5. When the next screen displays, click on the individual's name.
6. Scroll down to license type and click; your renewal status will be reflected on the next page.

If you have any questions, please contact the Office of Individual Licensing by email at agntmail@doi.sc.gov.