

**Maryland Insurance Administration
Individual Producer License Renewal / Reinstatement
Checklist**

Important Update:

The attached application and supplement may be used to renew or reinstate an existing Maryland Insurance producer license.

Requirements:

Producer License Applicants attach a check or money order for \$69.00 to renew a license or \$169 to reinstate a license. Payments should be made payable to The Maryland Insurance Administration.

Individuals who hold a surplus lines license must renew / reinstate the pre-requisite producer license simultaneously or prior to the renewal /reinstatement of the surplus lines license. In addition to the fee for the producer license an additional \$200 must be submitted to renew the surplus lines license.

FEES ARE NON-REFUNDABLE AND ARE NOT DEPENDENT ON APPROVAL OR DENIAL OF AN APPLICATION

Title Producers

All licenses with an expire date on or after October 1, 2009, with the Title line of authority, will be required to submit a new Title Surety bond or Letter of Credit and Title Fidelity bond, in the amount of \$150,000 prior to the license being renewed. For further information regarding this change you may refer to Senate Bill 86.

If you are a Maryland attorney practicing at a Maryland law firm you do not have to fulfill the Title bond requirements. You must submit a letter on the law firm's stationery with verification of employment. Employment letters must be received within 90 days from the date of issuance.

RESIDENT APPLICANTS ONLY

Continuing Education Information

Maryland Attorneys admitted to practice law in the State of Maryland by the Maryland Court of Appeals who hold a producer license to sell Title insurance, are exempt from the title continuing education requirement. Attorneys must be in good standing with the Maryland Court of Appeals. Good standing will be verified via the Attorney Listing of the Client Protection Fund of the Bar of Maryland or a letter of Good Standing from the Maryland Court of Appeals issued within the last 90 days.

Effective October 1, 2009 all resident licensees holding a major line of authority, with the exception of Title, will be required to complete 24 hours of Continuing Education before the license can be renewed. Title producers will still have a 16 hour requirement.

Effective October 1, 2009, all producers must earn 3 hours of their CE by taking an Ethics course.

Any producer selling Long Term Care insurance must earn 2 of their CE hours by taking a Long Term Care course.

Any producer selling Flood Insurance must earn 2 of their CE hours by taking Flood Insurance course.

Producers may request a CE waiver due to reasons of hardship, using the renewal supplement form.

If prior to October 1, 2008 a resident licensee has been consecutively licensed for 25 or more years their continuing education requirement is 8 hours

Sign Application and mail with any additional required items to:

Maryland Insurance Administration
Attn: Producer Licensing
200 St. Paul Place , Suite
2700 Baltimore, MD 21202

Questions? Please contact the Maryland Insurance Administration at 1-888-204-6198.

Please note the application may be revised on a bi-annual basis. To ensure you are filing the current version of the application, please reference the National Insurance Producer Registry web site at www.nipr.com.



Uniform Application for Individual Producer License Renewal/Continuation

(Please Print or Type)

Check appropriate boxes for license requested.

- Resident License License #: _____ License Type: _____
- Non-Resident License License #: _____ License Type: _____
 - Identify Home State: _____
 - Identify Home State License #: _____

Demographic Information

① National Producer Number(NPN)		② Date of Birth	
③ Last Name JR./SR. etc		④ First Name	
⑤ Residence/Home Address (Physical Street)	⑥ City	⑦ State	⑧ Zip or Foreign Country
⑨ Individual Applicants Email Address:			
⑩ Business Entity's Name			
⑪ Business Address (Physical Street)	⑫ P.O. Box	⑬ City	⑭ State
⑮ Zip or Foreign Country			
⑯ Business Phone Number (include extension)	⑰ Business Fax Number	⑱ Business E-Mail Address	⑲ Business Web Site Address
⑳ Mailing Address	㉑ P.O. Box	㉒ City	㉓ State
㉔ Zip or Foreign Country			

Agency or Business Entity Affiliations

㉕ List your Insurance Agency Affiliations: (Complete only if the applicant is to be licensed as an active member of the business entity)

FEIN _____	NPN _____	Name of Agency _____
FEIN _____	NPN _____	Name of Agency _____
FEIN _____	NPN _____	Name of Agency _____

Background Questions

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1a. Have you been convicted of a misdemeanor, had a judgment withheld or deferred, or are you currently charged with committing a misdemeanor, which has not been previously reported to this insurance department? Yes ___ No ___

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI), driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court)

1b. Have you been convicted of a felony, had a judgment withheld or deferred, or are you currently charged with committing a felony, which has not been previously reported to this insurance department? Yes ___ No ___

You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court)

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033? N/A ___ Yes ___ No ___

If so, was that consent granted? (Attach copy of 1033 consent approved by home state.) N/A ___ Yes ___ No ___

1c. Have you been convicted of a military offense, had a judgment withheld or deferred, or are you currently charged with committing a military offense, which has not been previously reported to this insurance department? Yes ___ No ___

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Uniform Application for Individual Producer License Renewal/Continuation

Applicant Name: _____

Background Questions continued

NOTE: For Questions 1a, 1b and 1c, “**Convicted**” includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence, or a fine.

If you answer yes to any of these questions, you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

2. Have you been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license or registration, which has not been previously reported to this insurance department? Yes ___ No ___

“Involved” means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation, sanctioned or surrendering a license to resolve an administrative action. “Involved” also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license, or registration. “Involved” also means having a license, or registration, application denied or the act of withdrawing an application to avoid a denial. INCLUDE any business so named because of your actions in your capacity as an owner, partner, officer or director, or member or manager of a Limited Liability Company. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

3. Do you have a child support obligation in arrearage, which has not been previously reported to this insurance department? Yes ___ No ___

If you answer yes,

- a) by how many months are you in arrearage? _____ Months
- b) are you currently subject to and in compliance with any repayment agreement? Yes ___ No ___
- c) are you the subject of a child support related subpoena/warrant? Yes ___ No ___

4. In response to a “yes” answer to one or more of the Background Questions for this renewal application, are you submitting document(s) to the NAIC/NIPR Attachments Warehouse? N/A ___ Yes ___ No ___

If you answer yes,

Will you be associating (linking) previously filed documents from the NAIC/NIPR Attachments Warehouse to this application? Yes ___ No ___

Note: If you have previously submitted documents to the Attachments Warehouse that are intended to be filed with this renewal application, you **must** go to the Attachments Warehouse and associate (link) the supporting document(s) to this application based upon the particular background question number you have answered yes to on this application. You will receive information in a follow-up page at the end of the application process, providing a link to the Attachment Warehouse instructions.

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Applicant's Certification and Attestation

⑦ The producer must read the following very carefully:

1. I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
2. Unless provided otherwise by law or regulation of the jurisdiction, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
3. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
4. I further certify that, under penalty of perjury, a) I have no child-support obligation, b) I have a child-support obligation and I am currently in compliance with that obligation, or c) I have identified my child support obligation arrearage on this application.
5. I authorize the jurisdictions to which this application is made to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
7. I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of any documents attached to this application or requested by the jurisdiction(s).

Month/Day/Year

Original Producer Signature

Full Legal Name (Printed or Typed)