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MEMORANDUM 2020-1LIC

March 18, 2020

TO: All Active Licensees and New Licensing Applicants
FROM: Colin M. Hayashida, Insurance Commissioner 
SUBJECT: New, Renewing, and Reactivating Licenses

In response to the COVID-19 outbreak, the Insurance Commissioner is issuing Memorandum 2020-1LIC regarding all new, renewing, and reactivating licenses.

New producer and surplus lines broker license applicants may continue to submit their applications and pay fees online 24 hours a day, 7 days a week via National Insurance Producer Registry (“NIPR”) at <https://nipr.com/>. Active licensees may continue to renew their licenses online at <https://www.ehawaii.gov/dcca/hils/renew/exe/insrenew.cgi>. Reactivation within two years of inactivation cannot be done online and must be submitted in paper format to the following address:

DCCA Insurance Division
Licensing Branch
335 Merchant Street, Room 213
Honolulu, Hawaii 96813

Currently active licensees are strongly encouraged to renew early and may renew their licenses up to 90 days prior to their license expiration date.

The licensing requirements for a new license, license renewal, or reactivation, may also be submitted in paper format via the United States Postal Service (“USPS”) or other express service such as Federal Express or UPS. The receipt date of the document will be the USPS postmark stamp or stamp on the express service envelope, or the date the Division receives the document, whichever is earlier.

If you have any questions, please email inslic@dcca.hawaii.gov.

This Memorandum shall be in effect for 90 days, and may be extended.