

December 8, 2023

Subject: 2023 Electronic Appointment Renewals

In 2023, North Dakota will again process all appointment renewals electronically through the National Insurance Producer Registry (NIPR). Renewals must be processed through NIPR and cannot be sent directly to the Insurance Department.

On March 2, 2023, the NIPR website will have the renewal invoice and a list of appointments due for renewal. Appointment renewal fees will be due for every insurance producer on that list. You will not be allowed to terminate or cross off any names. Invoices will not be displayed on the NIPR website after 4:00 p.m. April 30, 2023. **If the invoice is not paid by 4:00 p.m. April 30, 2023, all appointments will be cancelled. THERE IS NO GRACE PERIOD.**

Current appointment lists are available on our website, www.insurance.nd.gov, by using the Company Search Lookup under the Companies section. *If you do not wish to pay the renewal fee for any insurance producer, file an electronic termination notice by February 18, 2023*, to allow sufficient time to have it processed and posted on the Producer Data Base (PDB) before the renewal billings are created.

Please refer to the North Dakota Insurance Department's website for complete instructions on how to complete the renewal process. Go to www.insurance.nd.gov under Companies, click on Company appointments, terminations, appointment renewals.

This memo has been sent to the address on record for your company. If your address needs to be updated, send the update to the Department by email at ndlicensing@nd.gov. Include the NAIC CoCode. **Please provide contact information with email address exclusively for communications regarding appointment renewals.**

All correspondence for appointment renewal reminders are sent via email. We will no longer send out renewal reminders via letter. Please keep the email addresses up to date for your Company Appointment Contacts as this will be the only communication you will receive.

Producer Licensing Division
North Dakota Insurance Department



North Dakota Insurance Department
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