

**STATE OF NEW MEXICO**  
**OFFICE OF SUPERINTENDENT OF INSURANCE**

**DEPUTY SUPERINTENDENT**

Robert E. Doucette, Jr.



**DEPUTY SUPERINTENDENT**

Andy Romero

**SUPERINTENDENT OF INSURANCE**

John G. Franchini

**PRODUCER LICENSING BUREAU**

In a continuous effort to keep you all informed about some of the changes we have made in the Producer Licensing Bureau, please review the following information and if you have any questions, please feel free to contact us.

- Per Bulletin 2017-010, you are now required to apply using the National Insurance Producer Registry (NIPR) online application process. If you are having trouble applying online, please reach out to the NIPR Helpdesk for assistance at [https://www.nipr.com/index\\_contacts.htm](https://www.nipr.com/index_contacts.htm). Paper applications may only be used by an applicant who is unable to apply online and we require a detailed explanation describing why an online application is not possible.
- We will no longer be processing paper Staff Adjuster Appointment Cancellations. The company will need to go through NIPR and cancel Staff Appointments.
- We will no longer be processing individual address changes within a state. The individual can make the changes through NIPR. If an individual has an address change from State to State, please contact our office for the form at [agents.licensing@state.nm.us](mailto:agents.licensing@state.nm.us).
- Please make certain you are using the most current forms that are online. We have revised all of our forms as of *November 2019*. If we receive any forms prior to November 2019, we will return the outdated forms.
- Please be advised that incomplete applications submitted through NIPR will be rejected and a new application and new fees will be required.
- For Independent Adjusters and Public Adjusters, please make certain you mail the original bond into our office before applying online. If we do not have the original bond at the time of processing the application, we will deny the application and the individual will need to submit a new application and new fees.

Main Office: 1120 Paseo de Peralta, Room 428, Santa Fe, NM 87501  
Satellite Office: 6200 Uptown Blvd NE, Suite 100, Albuquerque, NM 87110  
Main Phone: (505) 827-4601 | Satellite Phone: (505) 322-2186 | Toll Free: (855) 4 - ASK - OSI  
[www.osi.state.nm.us](http://www.osi.state.nm.us)

- For non U.S. Citizens, please email the front and back of the documentation to our office prior to applying online. If we do not have the documentation at the time of processing the application, we will deny the application and the individual will need to submit a new application and new fees. The email address is [agents.licensing@state.nm.us](mailto:agents.licensing@state.nm.us).
- For Staff Adjusters, Independent Adjusters and Public Adjusters please ensure the DHS we have is correct. If the DHS does NOT require CE's, then the adjuster must be compliant with New Mexico CE requirements.
- NIPR Mobile Licensing Information 24/7 to view basic licensing information, such as license number, expiration dates, and lines of authority, appointment information and it is free. The app can be downloaded for free by searching NIPR Mobile in the Apple App Store or Google Play. More information can be found at [https://nipr.com/nipr\\_mobile.htm](https://nipr.com/nipr_mobile.htm)
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