

Trinidad Navarro  
Commissioner



Delaware Department of Insurance

## **NON-RESIDENT LICENSE RENEWAL NOTICE: DUE DATE: FEBRUARY 28, 2023**

**\*\*Please note: Renewals will not be accepted until December 1, 2022\*\***

All non-resident licensees (individuals and business entities) are required to renew by February 28, 2023. Renewal fees must be paid online through [www.NIPR.com](http://www.NIPR.com). Licenses will not be renewed unless all fees are paid, and all continuing education requirements have been met.

### **Renewal Fees**

The renewal fee is \$100.00 for all individuals and business entities with the following license types: Insurance Producer, Adjuster, Public Adjuster, Appraiser, Fraternal Producer, Self-Service Storage Producer, and Limited Lines Producer.

The renewal fee for Surplus Lines Brokers is \$200.

The renewal fee for Portable Electronics and 17B Travel licenses is \$500.

All renewals submitted after February 28, 2023 are subject to additional fees.

### **Continuing Education Requirement**

All non-resident Adjusters and Public Adjusters licensed prior to 03/01/2019 are required to meet the continuing education requirement in order to renew. **The continuing education requirement is 9 general and 3 ethics credits.** Delaware will accept credits completed in Delaware, in a licensee's resident state, or in a Designated Home State.

Delaware is not reciprocal with continuing education exemptions; however, a licensee's continuing education requirement will be reduced to 3 general and 3 ethics credits if they have been continuously licensed for 25+ years or hold one of the following professional designations:

**CPCU, CHFC, CFP, AAI, CLU, CEBS, FLMI, FSPA, CIC, RHU**

If you have been licensed continuously for 25+ years or have a professional designation, please verify that your continuing education requirement is correct by using the following link to view your Delaware education transcript: <https://www.statebasedsystems.com/solar/index.html>. For corrections please email [licensing@delaware.gov](mailto:licensing@delaware.gov).

Insurance Producers who engage in the sale of annuity products in Delaware must complete a one-time, four (4) hour approved NAIC Annuity Suitability training course.

### **Licensing Attachment Warehouse**

If a licensee answers "Yes" to one or more background questions, supporting documentation may be attached online through NIPR's Licensing Attachment Warehouse. The Electronic Attachment Warehouse eliminates the need to fax or mail supporting documents. Licensees who are unable to use the NIPR Attachment Warehouse website may email supporting documentation to [licensing@delaware.gov](mailto:licensing@delaware.gov) or fax to (302) 736-7906.

### **Address and Contact Information Changes**

Licensees are required to have a valid email address on file and notify us within 30 days of an address change. Individuals may change their address and email online through [NIPR](#). Business entities and anyone unable to make changes through NIPR will need to complete the [2C - Request for Amendment](#) and email it to [licensing@delaware.gov](mailto:licensing@delaware.gov). To view the information we have on file for you please see the following link: <https://www.statebasedsystems.com/solar/index.html>.

### **Voluntary Surrender of License**

Should you choose not to renew, you must notify the Department that you wish to surrender your license. To do so please complete the [License Surrender Form](#) and email it to [licensing@delaware.gov](mailto:licensing@delaware.gov). Licensees who fail to renew without surrendering their license will be subject to administrative fees.

The license will not be reissued upon renewal. You may verify license status and print a copy of the license on the Delaware Department of Insurance website.