

Trinidad Navarro
Commissioner



Delaware Department of Insurance

**RENEWAL FEES & CONTINUING EDUCATION NOTICE:
FEES DUE BY FEBRUARY 28, 2024**

****Please note: Renewals will not be accepted until December 1, 2023****

All resident licensees (individuals and business entities) are required to renew by February 28, 2024. Renewal notices will no longer be mailed to licensees. **Renewal fees must be paid online through the [NIPR website](#).**

Fee for renewal is \$100.00 for all individuals and business entities for the following license types: producer, adjuster, public adjuster, appraiser, fraternal producer, self-service storage producer, and limited lines producer. Individual surplus lines brokers are required to pay \$250.00 and bail producers are required to pay a \$200.00 fee. **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](#).

**** The license will not be renewed unless the renewal fee is received and all continuing education credits have been met ****

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 fax supporting documentation to (302) 736-7906.

****Attention: Adjusters, Public Adjusters, and Producers****

Continuing Education Credits

Continuing education transcript information can be viewed on the [Delaware Department of Insurance website](#).

****If you feel that the transcript report is incorrect, we will make corrections upon proof of completion of approved courses. Fax the information to (302) 736-7906.

In the event that your general target is incorrect, please provide the Department with proof of having held a license more than 25 years and/or proof of holding an approved professional designation.

Note: If a producer holds the health line of authority and solicits long term care policies, the producer must complete at least three (3) hours of training in Delaware long term care insurance that consists of product knowledge, laws, rules and regulations. The three long term care credits are applied toward the general credit requirement.

Note: Resident or non-resident license producers who engage in the sale of annuity products in Delaware must complete a one-time, four (4) hour approved Continuing Education Units (CEU) training course.

Note: Any resident licensee who writes flood insurance under the National Flood Insurance Program shall be required to complete a two (2) hour continuing education course related to flood insurance. The two flood credits are applied toward the general credit requirement.

Address Changes

Individuals may change their address online at the [NIPR website](#). Business entities must submit a Form 2C located on the [Delaware Department of Insurance website](#) and fax to 302-736-7906 or email to licensing@delaware.gov.

Name Changes

Individuals and Business entities who have changed their names must complete a Form 2C located on the [Delaware Department of Insurance website](#). The completed 2C form, proof of name change, and a check or money order for \$25.00 made out to the Delaware Department of Insurance should be mailed to The Delaware Department of Insurance, 1351 North West Street, Ste 101, Dover, DE 19904.

Voluntary Surrender of License

Should you choose not to renew, **you must notify the Department in writing that you wish to voluntarily surrender your license**. The voluntary surrender form can be found on the [Delaware Department of Insurance website](#). The signed voluntary surrender form can be faxed to 302-736-7906 or emailed to licensing@delaware.gov. Licensees who fail to renew without informing the Department of voluntarily surrender their license will be subject to administrative action.

Email Updates

Licensees are required to provide valid email addresses to the DOI. Please enter your email address (individuals and business entities) by clicking [here](#).