



**State of New Jersey**  
**DEPARTMENT OF BANKING AND INSURANCE**

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**BULLETIN NO. 07-06**

**TO: ALL INSURERS TRANSACTING BUSINESS IN THIS STATE**

**FROM: STEVEN M. GOLDMAN, COMMISSIONER**  
**DEPARTMENT OF BANKING AND INSURANCE**

**RE: PRODUCER APPOINTMENT PROCEDURES**

The Department of Banking and Insurance ("Department") recently adopted various amendments to N.J.A.C. 11:17-2 related to the procedures for producer licensing. Among the changes are new procedures related to producer appointments. The purpose of this bulletin is to ensure that insurers are aware of these new appointment procedures.

Pursuant to N.J.A.C. 11:17-2.9(a)5, all producer and agency appointment notifications shall be renewed with the Department annually on May 1. The rule further provides that the renewal appointment fee as set forth in N.J.A.C. 11:17-2.12 shall be collected from the insurer. All active appointments on record with the Department as of April 1 of the same year shall be subject to renewal.

N.J.A.C. 11:17-2.9(a)5 requires insurers to utilize the online appointment renewal process available through the National Insurance Producer Registry ("NIPR"). Commencing on April 16, 2007, the NIPR website at [www.nipr.com](http://www.nipr.com) will contain the renewal invoice and a list of appointments due for renewal on May 1, 2007. The invoices will not be displayed on the NIPR website after close of business Thursday, May 31, 2007.

Prior to April 8, 2007, companies that subscribe to NIPR may obtain a listing of the appointments currently on record with the Department and terminate any appointments listed that are no longer active via the Company Appointment Reconciliation Report ("CARR") available on the NIPR website. If the company does not have a subscription, they may contact NIPR at 816-783-8467 or [marketing@nipr.com](mailto:marketing@nipr.com).

All agency terminations must be posted on NIPR's producer data base before close of business April 8, 2007 or they will be included on the renewal invoice. The renewal invoice cannot be altered and the company must provide payment for the full

amount billed.

After April 16, 2007, the date on which the electronic invoices will be accessible on the NIPR website, the appointment renewal process shall be as follows.

1. On the Internet, go to <http://www.nipr.com>
2. Follow the links to company appointment renewals and sign-in using your company identifiers: company CoCode, FEIN, and/or company name.
3. Your company's electronic appointment renewal will be displayed. The company may Print/Pay the Invoice; View the report of appointment renewals; Print the Report; Download the Report as text (delimited); and Download the Report as XML.
4. If you are paying by credit card (Visa, MasterCard, or American Express) the process will be entirely electronic. An appropriate receipt will be displayed for you to print and file.
5. If you are sending in a paper check, print the one page invoice and send it to the address on the invoice along with the check payable to NIPR. If you do not include the invoice, the processing of your payment will be delayed. Your returned check will be your receipt.

It should be noted that help screens and NIPR customer support are available to guide your staff through the process.

If you have any questions regarding this new appointment renewal process, you may contact: NIPR Customer Service at 816-783-8468 or [niprinquiry@naic.org](mailto:niprinquiry@naic.org) or Anne Marie Narcini, Manager of Consumer Protection Services, New Jersey Department of Banking and Insurance at: [anarcini@dobi.state.nj.us](mailto:anarcini@dobi.state.nj.us).

3/8/07  
Date

/s/ Steven M. Goldman  
Steven M. Goldman  
Commissioner

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