

FAQs and Information Regarding Appointment Renewal Invoices

Oklahoma Appointment Renewal invoices have been posted and are now available on the NAIC website www.licenseregistry.com. We thank you for your patience and apologize for any inconvenience this may have caused you.

FAQs

We are an Insurance Company that has received an appointment renewal invoice from the National Insurance Producers Registry (NIPR) (www.licenseregistry.com), how do we remit payment for the invoice?

- All invoice payments (whether by check or credit card) must be made to NIPR. Please do not send your appointment renewal payment to the State of Oklahoma as this will further delay your appointment renewal process.

We are an Insurance Company that has received our appointment renewal invoice from the National Insurance Producers Registry (NIPR) (www.licenseregistry.com). Our invoice appears to have some discrepancies indicating we have MORE appointments due than what our records indicate. What do we need to do?

- The amount must be paid as indicated on the invoice. On September 15th, 2006, the Oklahoma Insurance Department issued an [Appointment Renewal Bulletin](#) to all active insurance companies licensed to do business in the state of Oklahoma who have agents with appointments due for renewal on January 1st, 2007. This Bulletin addressed the appointment renewal process, clearly stating that editing of invoices would not be allowed after November 1st, 2006. (All appointment discrepancies and terminations must have been rectified by November 1, 2006, to ensure your invoice accuracy).

We are an Insurance Company that has received our appointment renewal invoice from the National Insurance Producers Registry (NIPR) (www.licenseregistry.com). Our invoice appears to have some discrepancies indicating we have FEWER appointments due on our invoice than our records indicate, what do we need to do?

- The amount must be paid as indicated on the invoice. On September 15th, 2006, the Oklahoma Insurance Department issued an [Appointment Renewal Bulletin](#) to all active insurance companies licensed to do business in the state of Oklahoma who have agents

with appointments due for renewal on January 1st, 2007. This Bulletin addressed the appointment renewal process, clearly stating that editing of the invoices would not be allowed after November 1st, 2006. All appointment discrepancies and terminations must have been rectified by November 1, 2006, to ensure your invoice accuracy.

Please submit via e-mail (Agentslicensing@insurance.state.ok.us) an Excel spreadsheet indicating the following: Contact Name, Telephone Number and an e-mail Address from the Requesting Company, the Company's Four-Digit Number, the Missing Producer's License Number, Full Name and SSN (if available). The information submitted will be researched and findings will be directed to the inquiring contact. Due to the intricate research involved in this process we are unable to provide a timeline for any resolution to your inquiry at this time. All inquiries will be handled in the order they are received.

We will provide updates to the company contact via e-mail as information becomes available.

We are an Insurance Company that has received our appointment renewal invoice from the National Insurance Producers Registry (NIPR) (www.licenseregistry.com). Our invoice appears to have some discrepancies indicating we have paid for appointment renewals on our invoice that are no longer associated with our company, what do we need to do?

- The amount must be paid as indicated on the invoice. **You will need to terminate their appointment electronically after March 1st, 2007, via the termination process you currently follow.** On September 15, 2006 the Oklahoma Insurance Department issued an Appointment Renewal Bulletin to all active insurance companies licensed to do business in the state of Oklahoma who have agents with appointments due for renewal on January 1st, 2007. This Bulletin addressed the appointment renewal process, clearly stating that editing of the invoices would not be allowed after November 1st, 2006. All appointment discrepancies and terminations must have been rectified by November 1, 2006, to ensure your invoice accuracy.

We are an Insurance Company that has received our appointment renewal invoice from the National Insurance Producers Registry (NIPR) (www.licenseregistry.com). Our invoice appears to have some discrepancies indicating we have paid for appointment renewals on our invoice that no longer hold active licenses but still have active appointments. What do we need to do?

- The amount must be paid as indicated on the invoice. **You will need to terminate their appointment electronically after March 1st, 2007, via the termination process you currently follow** Oklahoma law allows a producer to have an inactive license, but maintain active company appointments.