

**STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INSURANCE  
Procedures effective October 1, 2001**

**Resident INDIVIDUAL Instruction Checklist**

**MAILING ADDRESS FOR  
APPLICATIONS WITH FEES:**

Nevada Division of Insurance  
P.O. Box 98572  
Las Vegas, Nevada 89193-8572

**PHYSICAL MAILING ADDRESS:**

Nevada Division of Insurance  
788 Fairview Drive # 300  
Carson City, Nevada 89701-5491

➤ **Individual Application**

The State of Nevada licensing application may be downloaded by clicking on the following links.

<http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC327.pdf>  
<http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC327A.pdf>

- **Fees:** The licensing fee is \$140.00, Firm associations or modifications to an existing license types are \$65.00. Fees are payable to the Nevada Division of Insurance by check or money order are payable to the Nevada Division of Insurance. **Please note there are no refunds of fees paid.**
- **Exemption from pre-licensing & examination:** An applicant for licensing in this state who was previously licensed for the same lines of authority in another state need not complete any education or examination if the application is received within 90 days after the cancellation of his license. Provide an original Letter of Clearance to document the cancellation date.
- **Qualifications/Pre-Licensing and testing:** A resident producer must take and pass a written examination and successfully pass the CAT\*ASI exam for the same lines of authority for which the application is made. Provide your original compliance with Pre-licensing education and the original CAT\*ASI test results.  
<http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC343-3.pdf>  
<http://doi.state.nv.us/Producer%20Licensing%20PDF/doc352-4-18-02.pdf>
- **Background check for resident applicants:** A resident applicant must furnish a copy of a search conducted by the Federal Bureau of Investigation, and a search through the Nevada Highway Patrol Division for records of criminal history.  
<http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC324A-4-18-02.pdf>
- **Variable Annuities:** A producer applying to sell variable annuities or variable life must be registered with the NASD and the Nevada Secretary of State, Securities Division. Their number is (702) 486-2440.

**Appointment Requirements:** A producer contracted with an insurer must be appointed within 15 days after the contract is executed or within 15 days of the license being issued by the DOI. The date of issuance will be available on the NAIC Producer Database. The appointment must include the lines of authority applied for. Electronic or paper appointments are accepted. Appointment fee is \$15.00 and will renew annually.

Questions: Contact the Producer Licensing Section at (775) 687-4270. Access the Division of Insurance at <http://doi.state.nv.us> access Nevada laws and regulations at <http://www.leg.state.nv.us>.

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STATE OF NEVADA  
DEPARTMENT OF BUSINESS & INDUSTRY  
DIVISION OF INSURANCE  
788 FAIRVIEW DR #300  
CARSON CITY, NV 89701  
(775) 687-4270

PROCEDURES FOR RESIDENT PRODUCERS TO OBTAIN A  
CRIMINAL HISTORY REPORT

Effective October 1, 2001, Pursuant to Section 87(3) of Assembly Bill 618

**An applicant for a license as a RESIDENT PRODUCER of INSURANCE must obtain the results of a search concerning him conducted by the Federal Bureau of Investigation in its national criminal records and a search concerning him of the central repository for Nevada records of criminal history and furnish them to the Division of Insurance.**

1. Obtain 2 fingerprint cards from the Insurance Division. Fingerprints may be done at your local law enforcement office. **All personal information boxes must be completed and The following information must be written in the appropriate boxes on both cards.**

ORI  
NV920190Z  
St Insurance Co  
Carson City NV

Miscellaneous NO MNU  
Number: 880141  
Reason Fingerprinted  
683A.251

S A M P L E

APPLICANT	DATE BORN	DOB	NAME	SEX	HAIR	HEIGHT	WEIGHT	DOB
JOE		DOE	JOHN	E				
ST ZIP	ST	ST	ST	ST	ST	ST	ST	ST
CC NV	CC	CC	CC	CC	CC	CC	CC	CC
INSURANCE CO	INSURANCE CO	INSURANCE CO	INSURANCE CO	INSURANCE CO	INSURANCE CO	INSURANCE CO	INSURANCE CO	INSURANCE CO
683A.251	683A.251	683A.251	683A.251	683A.251	683A.251	683A.251	683A.251	683A.251
880141	880141	880141	880141	880141	880141	880141	880141	880141
S A M P L E								
FINGERPRINTS								

2. **Submit both cards** to the Nevada Highway Patrol Division- Records and Identification Services Section in Carson City along with a cashiers check or money order for \$39.00.

NHP Records & Identification Service- Carson City  
808 West Nye Lane  
Carson City, NV 89706

3. **A copy of the cashiers check or money order you submit to the Highway Patrol must be attached to your application as verification that the report has been requested.**

**The reports will be sent directly to the Division of Insurance when completed.**

**Note:** If an applicant has had no criminal history, as indicated and certified on their application for a license, the commissioner may issue a license before the actual report is received if the applicant provides evidence of their request by furnishing a copy of the money order submitted to the Nevada Highway Patrol Records Division, a copy of the receipt from the Nevada Highway Patrol Records Division or other documentation that shows proof of the request.

**The commissioner may suspend, revoke or refuse to continue the license if the applicant's criminal history report shows a conviction or other criminal activity that was not disclosed on their licensing application.**