

STATE OF NEVADA
DEPARTMENT OF BUSINESS & INDUSTRY
DIVISION OF INSURANCE
NON-RESIDENT BUSINESS ENTITY INSTRUCTION CHECKLIST

MAILING ADDRESS FOR APPLICATIONS WITH FEES:
LOCK BOX

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

Procedures Effective October 1, 2001

Application: We will accept the State of Nevada Business Entity Application or the NAIC Uniform BUSINESS ENTITY Application. The applications are located at <http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC325.pdf> ; or NAIC Forms at www.licenseregistry.com ; The Division's one page modification application is located at <http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC325A.pdf>

Fees: The licensing fee is \$140.00. Payable by check or money order to the State of Nevada Division of Insurance. The license modification fee is \$65.00 if you are adding lines of authority to an **EXISTING** license.

Letter of Certification: Include an Original Letter of Certification from your "Home State" which is dated within 90 days of issuance.

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Additional Information

Appointment Requirements: A business entity contracted with an insurer must be appointed within 15 days after the contract is executed or within 15 days of the Nevada nonresident license being issued. 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.

Designated individual: Each business entity must designate a natural person and license that person as a producer affiliated to the business entity. This person is **not** required to be an officer, director or partner in the business entity.
<http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC327.pdf>;
<http://doi.state.nv.us/Producer%20Licensing%20PDF/DOC327A.pdf>

Organization Documents: Corporations, Limited Liability Companies, Limited Liability Partnerships and Associations must contact the Nevada Secretary of State at (775) 684-5708 or at <http://www.sos.state.nv.us> for any filings **they** may require.

Questions: Contact the Producer Licensing Section at (775) 687-4270. Access to Nevada Laws and Regulations www.leg.state.nv.us.
<http://doi.state.nv.us/company/FORMS%20INDEX.htm#Producer%20Licensing%20Section>