



**State of Connecticut Insurance Department
Casualty Claims Adjuster
And Motor Vehicle Physical Damage Appraiser
Renewal Notification**

IMPORTANT RENEWAL CHANGES: **ON-LINE RENEWALS ONLY
All renewals must be processed electronically through www.nipr.com.**

Name
Address 1
Address 2
City, State Zip Code

Renewal Period
April 10, 2015 through June 30, 2015
www.nipr.com

The Department will no longer accept or process checks and paper applications.

Read the following steps to renew your license:

- 1) **Update Name and/or Address through CID website (if applicable)**
 - Go to: www.ct.gov/cid
 - Under "Industry," select "How to Change License Information"
 - New information will be updated to PDB/NIPR within 3-5 business days; you will then be able to submit your renewal application.

- 2) **What is needed to process your renewal:**

Licensee Name	
Connecticut License Number:	**1233456**
National Producer Number (NPN):	987654321
Status:	Resident or Non-Resident
License Expiration Date:	June 30, 2015
Renewal Fee:	\$80.00 *Plus NIPR transaction Fee
Online Renewal Required:	www.nipr.com

- 3) **Processing your renewal through NIPR:** Additional step-by-step instructions can be found on our website at: www.ct.gov/cid, under "Industry."
 - Residents:**
 - Renew your license by going to www.nipr.com
 - Under Licensing & Renewal Applications, select "RENEW NOW..."
 - Under Renew an Existing License, select "Resident"
 - On the RLR Announcements page, select "RENEW NOW"
 - On the Use Agreement page, scroll and select "Accept"
 - You will now start the application
 - Non-Residents:**
 - Renew your license by going to www.nipr.com
 - Under Licensing & Renewal Applications, select "RENEW NOW..."
 - Under Renew an Existing License, select "Non-Resident Adjuster"
 - On the NRAR Announcements page, select "RENEW NOW"
 - On the Use Agreement page, scroll and select "Accept"
 - You will now start the application

- 4) **Payment methods:** NIPR accepts Visa, MasterCard, Discover, American Express credit cards and E-checks.
(THE DEPARTMENT NO LONGER ACCEPTS CHECKS)

- 5) **Notification:** NIPR will send an initial email notification. A second email, with instructions for printing your updated license, will be sent from the Department, once the renewal application has been approved.
(THE DEPARTMENT DOES NOT ISSUE HARD COPIES OF LICENSES)

- 6) **Failure to renew on time:** Failure to renew by **June 30, 2015** will cause your license to cancel for non-renewal.

- 7) **Who to contact:**

NIPR
Email: customerservice@nipr.com
Phone: (855) 674-6477

CT Insurance Department:
Email: cid.licensing@ct.gov
Fax: (860) 297-3978

***No refunds will be allowed for duplicate submissions.
Renewal fees are non-refundable.***