

## Casualty Claims Adjuster or MVPD Appraiser – Renewal Application

### Non-Resident Individual

#### NIPR Step by Step Instructions

1. **Go to NIPR's website:**
  - a. [www.nipr.com](http://www.nipr.com)
2. **NIPR Home Page:**
  - a. Under "Licensing & Renewal Applications," select "APPLY OR RENEW Producer/Agent/Broker Business/Agency"
3. **Licensing Landing Page:**
  - a. Under "Renew an Existing License," select "Non-Resident Adjuster"
4. **NRAR Announcement Page:**
  - a. Over on the left side of the NRAR Announcement Page
    - o Select "RENEW NOW" (Green Box located to the left)
5. **Use Agreement Page:**
  - a. Read, select "Accept"
6. **Start of Renewal Page:**
  - a. Enter your Last Name
  - b. You may enter 1 of the following:
    - o License State and License Number  
**Note:** Applicant may use any Resident or Non-Resident License number held in any state or jurisdiction to sign-in
    - o SSN
    - o National Producer Number (NPN): Located on your Connecticut Renewal Notification  
If you do not have your renewal notification, select the NPN link to obtain your information
  - c. Select "NEXT"
7. **License Selection Page:**
  - a. Select "Connecticut"
  - b. Select "Connecticut Lines of Authority"
  - c. Drop down box, Select "Home-State/DHS"
  - d. Select "NEXT"
8. **Fee Details Page:**
  - a. Select "NEXT"  
\$80.00 plus NIPR transaction fee
9. **Personal Data, Business Data and Mailing Address Pages:**
  - a. You must complete all "\*" items
  - b. Verify the prefilled information is correct  
If any of the prefilled information needs to be updated, you will not be able to make changes here. You will need to update the license information on our website before processing your application. Go to [www.ct.gov/cid](http://www.ct.gov/cid), under "Industry," select "How to Change License Information."  
Processing time for changes is 5 days. Once the information has been updated, you will be able to submit your renewal application through NIPR.
  - c. Select "NEXT"
10. **Agency or Business Entity Affiliations Page:**

**Note:** This page is for Designated Responsible Producers (DRP).

  - a. If you are NOT a DRP, you may skip this page.
  - b. If you are a DRP:
    - o Complete the requested information

You will need to enter the DPR's NPN or SSN information

c. *Select "NEXT"*

**11. Background Page:**

a. *Answer Questions*

b. *Select "NEXT"*

**12. Attestation Page:**

a. *Read, scroll down and Select "AGREE"*

b. *Select "NEXT"*

**13. Email Verification Page:**

a. You must enter at least one valid email address

b. *Select "NEXT"*

**14. Submitter Page:**

a. *Select "Applicant or Authorized Submitter"*

**NOTE:** *Authorized Submitters must complete all "\*" information*

b. *Select "NEXT"*

**15. Fee Details Page:**

a. *Select "Credit Card or Electronic Check"*

b. *Complete the required information*

c. *Select "NEXT"*

**NOTE:** *Your renewal fee will post as of today's date*

**16. Credit Card Payment Information Page:**

a. *Complete required information*

b. *Select "Next"*

**17. Receipt of Payment Page:**

You must retain a copy of this page for your records.

*The Department does not issue receipt of payment.*

**18. Confirmation Page:**

You will want to retain a copy of this page for your records.

*The Department does not issue copies of the Confirmation Page.*

**19. Follow-up Page:**

You will want to retain a copy of this page for your records.

*The Department does not issue copies of this information.*

**Keep a copy of the Receipt of Payment, Confirmation and Follow-Up page(s)  
with the transaction number for your records.  
The Department does not issue Receipts of Payment.**

**Notes:**

**Notifications:** 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.

*Note: The Department does NOT issue hard copies of licenses.*

**Renewal Fee:** The renewal fee is \$80.00 plus the NIPR transaction fee.

NIPR accepts: MasterCard, Visa, AMEX, Discover and E-Checks.

No checks or credit cards will be accepted at the Insurance Department.