



Helpful Tips for Completing the Agent Licensing Application

One of the goals of the Office of the Commissioner of Insurance (OCI) is **to license qualified applicants as quickly as possible.**

OCI recommends following these tips to save you time:

- Be sure to complete the application as thoroughly and accurately as possible.
- Make sure you select the correct “license type.” Most often, this is the “intermediary individual” license. By selecting the correct license type and lines of authority the first time, you **avoid the risk of lost application fees and transaction fees.**
NOTE: If you are not sure whether a particular license type applies to you, or you do not recognize the name of a license type, such as a “reinsurance broker’s” license, “surplus lines” license, or a “temporary” license, then chances are you do not want it or do not qualify for it.
- If you want to hold several lines of authority, apply for all of them on one application whenever possible in order to **avoid paying duplicative application fees and transaction fees.**
- In the application personal data fields, notice which fields are required and which ones are not.
- Always proofread your first data entries to make sure key items like your Social Security Number, date of birth, and name are all keyed in correctly. Possibly enlist a second set of eyes, such as a family member or a trusted colleague, for fresh proofreading.
- Make sure your legal name appears the way you want it to on the application because **that is how it will appear on your license.**
- As you complete the application, remember that even simple typographical errors in the personal data have the potential to cause minor delays in processing your application. These errors can result in a disconnect between your application and your banked completions of the licensing requirements.
- Make sure your residential, mailing, and business addresses are recognizable by the US Post Office to prevent any delays in receiving correspondence from OCI regarding your application. **If you are in the process of moving during the time that your application is pending, please update us with your new addresses so we can contact you.**
NOTE: After you are licensed, always report any address changes to OCI within 30 days.
- Whenever possible, include distinct personal and business e-mail addresses on your application so you may be contacted more quickly than US mail.
- Whenever you are in doubt about any aspect of completing the application, do not simply “guess and hope for the best” as a way to expedite the application.
Remember: OCI Agent Licensing and NIPR customer service stand ready to answer customer questions. NIPR customer service can be reached at (855) 674-NIPR (6477), and OCI Agent Licensing can be reached statewide at (800) 236-8517.

Once you have successfully submitted your application, you can **check on the status of your application** at www.NIPR.com by entering either a transaction number or payment/order number.

If you know OCI has already received your application, the best way to receive a status update is to send an e-mail to ociagentlicensing@wisconsin.gov.