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.