



**Division of Insurance**

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**ORDER NUMBER R 03-11**

**December 1, 2003**

**ORDER REQUIRING SUBMISSION OF COMPANY APPOINTMENTS  
AND TERMINATIONS EXCLUSIVELY BY ELECTRONIC MEANS**

**Background**

On November 21, 2001, the director issued Bulletin B 01-14, which stated that the division would immediately begin accepting appointments and terminations electronically, with a long-term commitment to phase out paper submissions. This change was implemented to improve the division's efficiency and to eliminate unnecessary burdens on parties involved in complying with requirements under AS 21.27.100, 21.27.110, and 21.27.550, for company appointments and terminations.

The division receives in excess of 10,000 company appointments and terminations each year. While significant progress has been made by most insurers in submitting these requirements electronically, the division continues to receive paper appointments and terminations that require manual processing.

The division accepts electronic appointments and terminations of company appointments through the National Insurance Producer Registry (NIPR) and its authorized business partners. Notification of approved appointments and terminations occurs within 24 hours of submission.

NIPR and a list of its business partners can be accessed at [www.licenseregistry.com/authorized\\_bus\\_partners.htm](http://www.licenseregistry.com/authorized_bus_partners.htm). Currently, authorized business partners of NIPR through which producers can be appointed or terminated are:

1. American Education Systems, LC - (800) 775-6339
2. APAC Customer Services, Inc. 800-822-2722 (X2979)
3. BISYS - (800) 428-0465
4. CT Insurance Services - (866) 236-4149
5. Cumberland Licensing Corporation - (401) 333-4805
6. Innovative IT Solutions (SIRCON)- (877) 876-4450
7. Insurance Licensing Services of America, Inc. - (254) 729-8002
8. Kennedy Licensing Service, Inc. (214) 855-0737(x11)
9. P-C Designs, Inc. - (215) 258-5217
10. nomoreforms – (800) 686-8279

A person's license status or a producer's company appointments may be verified on the division's web site at [www.dced.state.ak.us/ins/apps/InsLicStart.cfm](http://www.dced.state.ak.us/ins/apps/InsLicStart.cfm). A listing of all producers who have been appointed to represent a particular company may be obtained on the division's web site at [www.dced.state.ak.us/ins/apps/companysearch/InsCompanyStart.cfm](http://www.dced.state.ak.us/ins/apps/companysearch/InsCompanyStart.cfm).

### **Conclusion**

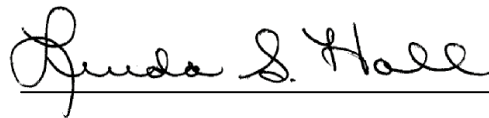
Under AS 21.89.080, the director may provide for electronic submission of information or written submission required under the Alaska Insurance Code.

### **THEREFORE, IT IS HEREBY ORDERED:**

With the exception listed below, **effective February 1, 2004, the division will only accept company appointments and terminations electronically.** After February 1, 2004, the division will return to the sender any appointments or terminations received in paper form.

**EXCEPTION:** A company that annually appoints and terminates a total of 25 or fewer producers may continue to submit paper appointments and terminations if the company submits a written request to the division for approval of paper submission. A company not qualifying for the exception that is unable to meet the February 1 implementation date must request an extension from the division no later than January 16, 2003.

This order is effective December 1, 2003.

A handwritten signature in cursive script that reads "Linda S. Hall". The signature is written in black ink and is positioned above a solid horizontal line.

Linda S. Hall  
Director