



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

DIVISION OF INSURANCE

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BULLETIN B 15-03

TO: ALL INSURERS, RESIDENT AND NONRESIDENT LICENSEES AUTHORIZED TO TRANSACT INSURANCE IN THE STATE OF ALASKA AND OTHER INTERESTED PARTIES

RE: NOTICE REGARDING CHANGES IN LICENSING PROCESSES AND FEES

The division continues its efforts to update requirements that bring Alaska into greater conformity with national licensing standards and to streamline processes to be more efficient. This bulletin provides information regarding recent processing and fee changes.

Electronic Filings through the National Insurance Producer Registry (NIPR)

Alaska accepts electronic applications from residents or nonresidents seeking to obtain, renew, amend, or reinstate a license under AS 21.27. Electronic filings are available at www.nipr.com or through one of its Authorized Business Partners. Electronic filings will be approved within 24-48 hours of submission once all application requirements have been received.

Effective January 21, 2015, NIPR will be releasing the Contact Change Request (CCR) application, which replaces the Address Change Request (ACR) application. The new application will enhance functionality by allowing **individuals** to update more than just the individual's physical addresses collected on the uniform application. The contact information that may be updated by CCR includes the following fields captured in an NAIC Uniform Application:

- Residence Address
- Residence Email Address
- Residence Phone Number
- Business Email
- Business Phone Number
- Business Fax
- Mailing Address

Since the CCR applies to individuals only at this time, business entities (firms) will still be required to file information directly with our office for any changes noted above.

Residency Changes for Nonresidents

Effective January 21, 2015, nonresidents changing residency from one state to another may update their residency change through NIPR using the CCR application. If a person is moving to

or from Alaska, you **will not** be able to update your residency change through NIPR and will be required to file a Change Form directly with our office.

Exempt Motor Vehicle Employees

Pursuant to Alaska Statute 21.27.150(4)(D), any individual employed by a motor vehicle rental agency is required to register with our office. Effective February 13, 2015, NIPR will be accepting electronic filings for persons registering as an exempt motor vehicle employee.

Please thoroughly review Alaska's state specific requirements before completing an electronic application. Please note that a \$50 processing fee is required for changes that can be made electronically but are submitted by paper.

Fingerprint Fees

The Alaska Department of Public Safety (DPS) recently announced that there will be a reduction in fees charged for national criminal history background checks, affecting resident applicants who are subject to criminal history record checks.

Effective **February 1, 2015**, the national background check fee will be reduced to \$14.75. The state criminal background check processing fee will remain at \$35.00. This means that a state and national background check will cost resident applicants **\$49.75** instead of the previous \$51.50.

The \$51.50 fee will continue to be charged for resident applications received by the Division of Insurance on or before January 26, 2015. Fingerprint fees received with an application after January 26, 2015 will be \$49.75. Electronic filings will continue to collect the \$51.50 fee until the online business rules are changed and implemented in April 2015.

Any fingerprint card that is received with the incorrect \$51.50 fee after January 26, 2015 will be processed and forwarded to DPS. Any overpayment submitted will not be refunded in accordance with state refund policy that allows an agency receiving revenues in excess of charged fees resulting in an overpayment of \$10.00 or less to not refund that overpayment.

If you have any questions regarding this bulletin, please contact the licensing section at (907) 465-2515 or by email at insurance@alaska.gov.

Dated this 29th day of January, 2015.



Lori Wing-Heier
Director