Reinstate an Expired License

Reinstate a license online or submit a paper renewal. An extra $50 paper processing fee applies when you submit a paper application that could be submitted online.

Online

1. Apply for license on www.nipr.com. Select **New License** application.
2. Pay the renewal fee and late renewal penalty online.
3. Submit the appropriate Business Transaction Form.

Paper

1. Submit a renewal application form with all necessary requirements.
2. Include the renewal fee, late renewal penalty, and **$50 paper processing fee** if applicable.
3. Submit the appropriate Business Transaction Form.

Resident License

- If you do not reinstate a resident license within a year of expiration, you will need to retake your exam(s) and submit a new fingerprint card.
- If you didn't complete continuing education requirements before your license expired, you are required to complete them before reinstating your license.

Renewal Fee

Insurance Producer (Any Lines) Independent Adjuster Reinsurance Intermediary Manager/Broker Managing General Agent Limited Lines	$75
Viatical Settlement Broker/Representative	$100
Surplus Lines Broker Third Party Administrator	$300

Late Renewal Penalty

1 to 60 days after license expires	$100
61 days + after license expires	$200

Questions?

- Contact a Licensing Examiner

Business Transaction Form for Producers

I certify, under penalty of perjury, that **(complete A. or B.)**

A. Expired License (choose one)

From License Expiration Date: _____ to Present Date:* _____, I have not transacted the business of insurance relative to an Alaska risk under the authority granted me by Alaska License #_____. I understand business cannot be transacted without a license.

***Must be the date you and notary sign this form.**

The following is a complete and accurate list of Alaska insurance transactions that took place after License Expiration Date: _____ and prior to the reinstatement of Alaska License # _____.

B. New License (choose one)

I have not transacted the business of insurance relative to an Alaska risk. I understand business cannot be transacted without a license.

The following is a complete and accurate list of all Alaska insurance transactions that took place before the Alaska insurance license was issued.

No.	Date of Transaction	Date Policy Issued	Policy No.	Alaska Insured Name and Address	Insurer Name and Address	Premium Amount	Commission/ Salary (indicate which)	Fee for Service/ Broker Fee
1								
2								
3								
					Total			

If necessary, attach a separate page. **Any attachment must be notarized.**

Dated at _____, this ___ day of _____, _____.
City, State Month Year

Licensee / Compliance Officer Signature _____ Printed Name _____

SUBSCRIBED AND SWORN to before me this ___ day of _____, _____ at _____,
Month Year City, State

Notary Signature _____ (NOTARY SEAL)

My commission expires _____

Ph: 907-465-2515 • Fax: 907-465-2816 • P.O. Box 110805 • Juneau, AK 99811-0805 • insurance@alaska.gov