

Tennessee Department of Commerce and Insurance

Agent Licensing Online Quick Links and Services

[WWW.TN.GOV/COMMERCE](http://www.tn.gov/commerce) (Tennessee Department of Commerce and Insurance)

- Under the Licensing & Regulations tab, click on “Insurance”.
- Click on Agent/Producer Resources.
- Click to access licensing information and packets, verify licenses and view Agent/Producer Disciplinary Actions.
- Under the ONLINE SERVICES tab, click on “Renew an Insurance License”. This link will direct you to www.nipr.com to submit your renewal.
- A direct link to licensing packets, information and fingerprinting instructions can be found at: <http://www.tn.gov/commerce/article/ins-agent-producer-licensing-packets-instructions-forms>.

Licensee Search/Verify a License

- www.tn.gov/commerce
- Under Licensing & Regulations,
- Click on Insurance
- Click on Agent/Producer Resources
- Click on Verify a License

To check the status of a license and/or verify the expiration date, you may enter the last name, first name, (or licensed business entity name), license number or National Producer Number (NPN).

Enter information in the appropriate fields for your search and click “SUBMIT” at the bottom of the page. You may need to adjust your search criteria in order to locate records. Searches can be done by name or city/state, but may take longer to process. If you don't get a match on a name, the name or spelling may not be exactly as you entered. Try entering only the last name or the first few characters of the last name. You are not required to enter values in all of the fields.

- Licensee Type: Choose individual or business entity in the drop down menu
- Is Resident?: You may select if you want only Tennessee residents, nonresidents or all from the drop down menu
- License Type: Choose the license type you are searching for from the drop down menu
- License Status: Choose the license status you are searching for from the drop down menu
- Line of Authority: If you are searching for an insurance producer, you can choose the line of authority from the drop down menu

License information is updated daily. If you need assistance accessing this information, please contact the Agent Licensing section at 615-741-2693 or ce.agent.licensing@tn.gov.

WWW.NIPR.COM (National Insurance Producer Registry)

You can apply for your license, renew your license or change your address online at www.nipr.com. If you need assistance navigating their applications, please contact their **help desk at 1-855-674-NIPR (6477)**.

Apply for a license online - www.nipr.com

- Click on “Apply for License” link.
- Click the appropriate link under “Know which application you need?”
- Click the link in the green box on the upper right of the page—“Apply Here”.
- Use Agreement Appears—read, scroll down and click accept if you wish to continue.
- Complete the information in each section/page and click NEXT to continue throughout the entire document to submit electronically. (NOTE: If applicable, do not enter the preceding zeroes in your TN license number.)

Renew your license online - www.nipr.com

- Click on “Renew” link.
- Click the appropriate link under “Know which application you need?”
- Click the link in the green box on the upper right of the page—“Apply Here”.
- Use Agreement Appears—read, scroll down and click accept if you wish to continue.
- Complete the information in each section/page and click NEXT to continue throughout the entire document to submit electronically. (NOTE: If applicable, do not enter the preceding zeroes in your TN license number.)
- NOTE: An address verification screen will appear--changes to your address cannot be made on this page within the renewal transaction—click NEXT. If your resident state has changed, please do not proceed. Contact the Agent Licensing office for assistance.
- NOTE: List your business entities or affiliations screen will appear--changes to this information cannot be made on this page within the renewal transaction. Leave blank and skip—click NEXT.
- Continue to complete your renewal.

NOTE: For licensees requiring continuing education--You cannot access the online NIPR renewal if you have not met your continuing education requirement. Once your provider has electronically submitted your courses to SBS, NIPR will have to update their data to allow access to the renewal transaction. This may cause a delay in the renewal of your license. The Department strongly encourages producers to complete their CE no later than 15 days prior to license expiration date.

Change your address online - www.nipr.com

- Click on “Change Address, Phone Email” link.
- Click the link in the green box on the upper right of the page – “Start Here”.

WWW.STATEBASEDSYSTEMS.COM (State Based Systems - SBS)

You can view your license information, CE transcript, company appointments and print a copy of your license. If you need assistance navigating the SBS website or using these tools, please contact their **help desk at 1-816-783-8990**. Go to www.statebasedsystems.com. Under “STEP 1” on the upper right of the page, select your jurisdiction from the drop down menu. For Tennessee residents, select Tennessee.

Under “STEP 2” click the links and continue to:

- **Print a copy of your license--**It is suggested that you SAVE a copy to your computer for future use. If you are unable to access your license, please contact the SBS help desk at 1-816-783-8990.
- **Print a copy of your CE transcript.**

- **Update your email address.**
- **View All Tools--** will redirect you to a menu for online applications, renewals, licensee lookup (for company appointment information) course lookup etc.

WWW.PEARSONVUE.COM

You can locate the Tennessee Insurance Licensing Candidate Handbook, content outlines, exam information and approved providers/courses for pre-licensing and continuing education.

- Click on *For Test Takers, Test Taker Home*. Click on “T” and select Tennessee Insurance. Scroll down the page for information or go directly to <http://pearsonvue.com/tn/insurance/>.
- **To locate an education provider**, scroll down and click on “Provider and Course Listing”. Leave the Provider ID blank and click “Submit” to access a listing of all approved providers. Approved courses are also accessed on this page.