



Department of Commerce

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
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OFFICE OF THE INSURANCE COMMISSIONER

License. It is unlawful for any person to do or perform any act in the Commonwealth as a general insurance agent, subagent, adjuster, solicitor, or broker, or hold himself or herself out as such, for any kind of insurance without holding a license then in force issued by the commissioner. Licenses and renewals shall be for one year terms. The fee for each type of license and renewal shall be pursuant to statute.

REQUIREMENTS FOR RENEWAL OF CERTIFICATE OF AUTHORITY (COA) **Alien/Foreign/Domestic Insurers**

- 1.) Complete Application (Form I-A, I-A1, I-B) *
 - 2.) Appointment of General Agent if applicable (Form I-C)
 - 3.) Workers' Compensation Clearance Certification
(From Worker's Compensation Commission, NMI Retirement Fund)
 - 4.) Taxpayer's Letter of Compliance
(From Division of Revenue and Taxation, Dept. of Finance)
 - 5.) Filing Fee of \$300.00 (Make check payable to **CNMI TREASURER**)
- * Application for Insurance Provider (Form IP-01) if applicable
Filing Fee of \$250.00 (Make check payable to **CNMI TREASURER**)

REQUIREMENTS FOR RENEWAL FOR GENERAL AGENT LICENSE

- 1.) Complete Application (Form I-D)
- 2.) Appointment of General Agent (Form I-C)
- 3.) Workers' Compensation Clearance Certification
(From Worker's Compensation Commission, NMI Retirement Fund)
- 4.) Taxpayer's Letter of Compliance
(From Division of Revenue and Taxation, Dept. of Finance)
- 5.) Filing Fee of \$75.00 (Make check payable to **CNMI TREASURER**)

REQUIREMENTS FOR RENEWAL FOR SUB- AGENT LICENSE

- 1.) Complete Application (Form I-D)
- 2.) Appointment of Sub-Agent (Form I-E)
- 3.) Workers' Compensation Clearance Certification
(From Worker's Compensation Commission, NMI Retirement Fund)
- 4.) Taxpayer's Letter of Compliance
(From Division of Revenue and Taxation, Dept. of Finance)
- 5.) Filing Fee of \$75.00 (Make check payable to **CNMI TREASURER**)

REQUIREMENTS FOR RENEWAL FOR BROKER LICENSE

- 1.) Complete Application (Form I-D)
- 2.) Question #18 requires certification from two General Agents
- 3.) Workers' Compensation Clearance Certification
(From Worker's Compensation Commission, NMI Retirement Fund)
- 4.) Taxpayer's Letter of Compliance
(From Division of Revenue and Taxation, Dept. of Finance)
- 5.) Filing Fee of \$100.00 (Make check payable to **CNMI TREASURER**)

REQUIREMENTS FOR RENEWAL FOR ADJUSTER LICENSE

- 1.) Complete Application (Form I-D)
- 2.) Workers' Compensation Clearance Certification
(From Worker's Compensation Commission, NMI Retirement Fund)
- 3.) Taxpayer's Letter of Compliance
(From Division of Revenue and Taxation, Dept. of Finance)
- 4.) Filing Fee of \$50.00 (Make check payable to **CNMI TREASURER**)

REQUIREMENTS FOR RENEWAL FOR SOLICITOR'S LICENSE

- 1.) Complete Application (Form I-F)
- 2.) Appointment of Solicitor (Form I-G)
- 3.) Workers' Compensation Clearance Certification
(From Worker's Compensation Commission, NMI Retirement Fund)
- 4.) Taxpayer's Letter of Compliance
(From Division of Revenue and Taxation, Dept. of Finance)
- 5.) Filing Fee of \$50.00 (Make check payable to **CNMI TREASURER**)