

June 6, 2017

UPDATE:

The Offerings sections for NRR and RLR have been updated. License type Agent was included in the pre-conversion offerings incorrectly. Missing partial renewal rule has been added to the NRR business rules section. Solicitor has been removed from affiliation requirement for NRL and NRR, NUQ from NRL, and offerings from NRR. NUQ Key values have been updated from 2 and 2a-2e to 7 and 7a-7e. Additional clarification has been added to the Title NUQ and the date format has been updated to YYYYMMDD. Pharmacy Benefit Mgr LOA has been corrected from TPA Rx (exclusively) to None. The affiliate fee for Business Entity Insurance Consultants during the late renewal grace period has been corrected from 20 to 30.

May 22, 2017

UPDATE:

Fee section for NRR has been updated. Public Adjuster individual fee has been struck out. Changes to New Mexico Business Entity license numbers. The notification originally stated, "***Business Entities will keep their existing license numbers with no changes.***" This is incorrect, as business entity license numbers will change as part of the SBS conversion. Corrected the class listed for non-uniform questions 5a, 5b, and 5c from Bail Bond Property to Bail Bond Solicitor (PDB 727)

April 24, 2017

New Mexico Converts to State Based Systems (SBS)

Effective **5:00 p.m. CDT Friday June 30th, 2017**, processing of all New Mexico Gateway applications will be temporarily suspended to prepare for the SBS conversion. Any transactions submitted during this period will be declined until Gateway processing resumes on **Monday, July 17th, 2017**.

NIPR will be reloading New Mexico data for display on PDB during the SBS conversion. New Mexico PDB data will be frozen as of **Friday, June 30th, 2017**. PDB data will be converted and ready for display on **Monday, July 17th, 2017** and will be updated daily, per standard PDB schedule. Gateway products will not be available until **Monday, July 17th, 2017**.

For Individual licensees, your National Producer Number (NPN) will now be used as your New Mexico license number. You can search for you National Producer Number, which will also be the New Mexico license number, at the following link: <https://nipr.com/PacNpnSearch.htm>
Business Entities ~~will receive new license numbers. keep their existing license numbers with no changes.~~

New Mexico Office of Superintendent of Insurance contact information:

Email: agents.licensing@state.nm.us

Phone: 505-827-4349

The details for each Gateway product will be listed in the appropriate section below.

All Gateway Products:

PDB code 3 Producer name will be changed to Insurance Producer

Resident Licensing (RL)

Resident License offerings:

Pre-conversion and post-conversion Resident License offerings are outlined below. Current offerings are on the left

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Indiv	Agent	Life (Excluding Health)	1/1056	1/1056	Both	Insurance Producer	Life	3/16	3/16
Indiv	Broker		2/1056	2/1056					
Bus	Firm		128/1056	128/1056					
Indiv	Agent	Accident & Health	1/14	1/14	Both	Insurance Producer	Accident and Health or Sickness	3/11938	3/11938
Indiv	Broker		2/14	2/14					
Bus	Firm		128/14	128/14					
Indiv	Agent	Variable Contracts	1/8	1/8	Both	Insurance Producer	Variable Life and Variable Annuity	3/6952	3/6952
Indiv	Broker		2/8	2/8					
Bus	Firm		128/8	128/8					
Indiv	Agent	Casualty & Surety	1/1744	1/350	Both	Insurance Producer	Casualty	3/11	3/11
Indiv	Broker		2/1744	2/350					
Bus	Firm		128/1744	128/350					
Indiv	Agent	Property, Marine & Transportation	1/2588	1/1400	Both	Insurance Producer	Property	3/12	3/127
Indiv	Broker		2/2588	2/1400					
Bus	Firm		128/2588	128/1400					

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Bus	Firm	Credit Life, Accident & Health	128/1746	128/26	Both	Insurance Producer	Credit	3/51	3/51
Bus	Firm	Transportation Ticket Sellers	128/1748	128/1748	Both	Insurance Producer	Travel	3/64	3/64
Both	Surplus Lines Broker	Surplus Lines	14/61	14/61	Both	Surplus Line Broker	None	535/101	535/101
Both	Fraternal	Variable Contracts (Fraternal)	184/2587	184/2587	Both	Insurance Producer	Fraternal Variable Life and Variable Annuity	3/11983	3/11983
Both	Fraternal	Fraternal Life	184/216	184/216	Both	Insurance Producer	Fraternal Life	3/216	3/216
Both	Fraternal	Fraternal Life, Accident & Health	184/3052	184/1058	Both	Insurance Producer	Fraternal Accident and Health or Sickness	3/11982	3/11982
Indiv	Staff Adjuster	None	2225/101	2225/101	Indiv	Staff Adjuster	None	2225/101	2225/101
Indiv	Agent	Life, Accident & Health	1/36	1/36	Both	Insurance Producer	Life PLUS Accident and Health or Sickness	3/16 PLUS 3/11938	3/16 PLUS 3/11938
Indiv	Broker		2/36	2/36					
Bus	Firm		128/36	128/36					
Indiv	Agent	Vehicle	1/38	1/38	Both	Insurance Producer	Casualty	3/11	3/11
Indiv	Broker		2/38	2/38					
Bus	Firm		128/38	128/38					
Indiv	Agent	Crop/Hail*	1/480	1/142	Both	Insurance Producer	Property	3/12	3/127
Indiv	Broker		2/480	2/142					
Bus	Firm		128/480	128/142					

Note: Crop/Hail will be migrated as Crop. It will only be available for renewal.

The following license classes and LOAs are new and will now be offered electronically through the Resident Licensing application.

Entity Type	Class	LOA	PDB	PIN
Both	Insurance Producer	Personal Lines	3/928	3/928
Bus	Rental Car	None	2529/101	2529/101

Entity Type	Class	LOA	PDB	PIN
Both	Insurance Producer	Title	3/18	3/18
Both	Bail Bond Property	None	1015/101	1015/101
Indiv	Bail Bond Solicitor	None	727/101	727/101
Bus	Portable Electronics	None	5493/101	5493/101
Both	Independent Adjuster	None	20/101	20/101
Both	Insurance Consultant	Casualty	3498/11	3498/11
Both	Insurance Consultant	Property	3498/12	3498/127
Both	Insurance Consultant	Accident and Health or Sickness	3498/11938	3498/11938
Both	Insurance Consultant	Life	3498/16	3498/16
Both	Insurance Consultant	Variable Life and Variable Annuity	3498/6952	3498/6952
Both	Limited Surety	Surety Bail Bonds	257/721	257/721
Both	Motor Club	None	190/101	190/101
Indiv	Navigator	Health	8193/39	8193/39
Bus	Pharmacy Benefit Mgr	TPA Rx(Exclusively) None	9674/41919 101	9674/41919 101
Indiv	Temporary Adjuster	None	9716/101	9716/101
Indiv	Temporary Insurance Producer	Casualty	9717/11	9717/11
Indiv	Temporary Insurance Producer	Property	9717/12	9717/127
Indiv	Temporary Insurance Producer	Accident and Health or Sickness	9717/11938	9717/11938
Indiv	Temporary Insurance Producer	Life	9717/16	9717/16
Bus	Third Party Admin	Casualty	4393/11	4393/11
Bus	Third Party Admin	Property	4393/12	4393/127
Bus	Third Party Admin	Accident and Health or Sickness	4393/11938	4393/11938
Bus	Third Party Admin	Life	4393/16	4393/16
Both	Viatical Broker	Life	77/16	77/16
Both	Viatical Broker	Variable Life and Variable Annuity	77/6952	77/6952

Entity Type	Class	LOA	PDB	PIN
Both	Solicitor	Surety Bail Bonds	18/721	18/721
Both	Public Adjuster	None	42/101	42/101

Resident License (RL) Fees:

Entity Type	License Class	Fee Type	State Fee	Notes
Both	Insurance Producer	License Fee	\$30	
Both	Bail Bond Property	License Fee	\$30	
Indiv	Bail Bond Solicitor	License Fee	\$30	
Bus	Portable Electronics	License Fee	\$30	
Both	Independent Adjuster	License Fee	\$30	
Both	Insurance Consultant	License Fee	\$50	
Both	Solicitor	License Fee	\$30	
Both	Limited Surety	License Fee	\$30	
Both	Motor Club	License Fee	\$30	
Indiv	Navigator	License Fee	\$0	
Bus	Pharmacy Benefit Mgr	License Fee	\$1,000	
Bus	Rental Car	License Fee	\$30	
Indiv	Staff Adjuster	License Fee	\$30	
Both	Surplus line Broker	License Fee	\$100	
Indiv	Temporary Adjuster	License Fee	\$30	
Indiv	Temporary Insurance Producer	License Fee	\$30	
Bus	Third Party Admin	License Fee	\$100	
Both	Viatical Broker	License Fee	\$100	
Both	Public Adjuster	License Fee	\$30	
Both	All Classes	Amendment Fee	\$30	Per application
Both	All Classes	Reinstatement	\$0	No additional reinstatement fee – only initial license fee.

Resident License Exam Information:

Exams are valid for five years and will be checked for the following license classes and LOAs. Applicant is exempt from license exam if applying within 90 days of cancellation of their former resident state's license.

PSI information:

PSI 1-800-733-9267

or

<http://www.psiexams.com/>

Entity Type	License class	Line of Authority	Exam Required
Indiv	Insurance Producer	Casualty	Y
Indiv	Insurance Producer	Property	Y
Indiv	Insurance Producer	Accident and Health or Sickness	Y
Indiv	Insurance Producer	Personal Lines	Y

Indiv	Insurance Producer	Fraternal Life	Y
Indiv	Insurance Producer	Fraternal Accident and Health or Sickness	Y
Indiv	Insurance Producer	Life	Y
Indiv	Insurance Producer	Title	Y
Indiv	Bail Bond Solicitor	None	Y
Indiv	Bail Bond Property	None	Y
Indiv	Independent Adjuster	None	Y
Indiv	Insurance Consultant	Casualty	Y
Indiv	Insurance Consultant	Accident and Health or Sickness	Y
Indiv	Insurance Consultant	Life	Y
Indiv	Insurance Consultant	Property	Y
Indiv	Solicitor	Surety Bail Bonds	Y
Indiv	Limited Surety	Surety Bail Bonds	Y
Indiv	Staff Adjuster	None	Y
Indiv	Surplus Line Broker	None	Y
Indiv	Viatical Broker	Life	Y
Indiv	Public Adjuster	None	Y

Resident Licensing (RL) Business Rules:

Entity Type	Rule Description
Both	Attestation must be accepted
Both	Applicant must not have an active equivalent license in New Mexico (resident only) NOTE: Amendments are allowed.
Both	Applicant must complete all required fields on the Uniform Application.
Indiv	Employment history must show at least five (5) years and be listed in order from current employer back five (5) years with no gaps.
Both	All country codes supplied in transaction must be valid.
Indiv	Applicants that have an active resident license in a state other than New Mexico are not allowed to apply.
Bus	Applicants that have an active resident license in a state other than New Mexico are to defer. They need to contact New Mexico Office of Superintendent of Insurance directly if they are attempting to apply for a new resident license
Both	Applicant National Producer Number (NPN) must match current Producer Database (PDB) record (if applicable).
Both	Applicant's name must match current PDB record for resident state (if applicable)
Both	Applicant's addresses must match current PDB record for resident state (if applicable)
Indiv	Applicant must provide either the Residence and/or Business address in New Mexico
Bus	The Business address supplied must be in New Mexico.
Indiv	Applicant's birth date must match current PDB record for resident state if applicable. (if PDB birth date is blank this is accepted).
Indiv	Applicant must be 18 years old or older as determined from the applicant's Date of Birth.
Indiv	PO box addresses will not be accepted for residence address.
Bus	PO box addresses will not be accepted for business address.

Entity Type	Rule Description
Indiv	Non-US citizen applications will defer for proof of Visa, Work Permit or Green Card to New Mexico Office of Superintendent of Insurance.
Indiv	<p>Applicants applying for the following license types must have a passed exam on record for the LOA's listed in the exam table</p> <ul style="list-style-type: none"> • Insurance Producer (PIN/PDB 3) • Bail Bond Property (PIN/PDB 1015) • Bail Bond Solicitor (PIN/PDB 727) • Independent Adjuster (PIN/PDB 20) • Insurance Consultant (PIN/PDB 3498) • Viatical Broker (PIN/PDB 77) • Solicitor (PIN/PDB 18) • Limited Surety (PIN/PDB 257) • Staff Adjuster (PIN/PDB 2225) • Surplus Line Broker (PIN/PDB 535) • Public Adjuster (PIN/PDB 42)
Indiv	<p>Applicant is exempt from license exam if:</p> <ul style="list-style-type: none"> -Applying within 90 days of cancellation of their former resident state's license. -Activating a New Mexico resident license within 5 years of license expiration date. <p>Application will defer for state review</p>
Bus	Applicant's country of domicile must be United States.
Bus	<p>Business must be one of the following legal business types (drop down selection):</p> <ul style="list-style-type: none"> • Partnership • Limited Liability Company (LLC) • Limited Liability partnerships (LLP) • Corporation
Bus	<p>All business entities must have at least one Designated Responsible Licensed Producer (DRLP).</p> <p>Exception - No DRLP required for the following business entity only license types:</p> <ul style="list-style-type: none"> • Portable Electronics (PIN/PDB 5493) • Pharmacy Benefit Mgr (PIN/PDB 9674) • Rental Car (PIN/PDB 2529) • Third Party Admin (PIN/PDB 4393)
Bus	At least one of the listed DRLP must have an active license (resident or non-resident) in New Mexico.
Bus	The DRLP(s) on the application must cumulatively cover all active lines of authority listed on the business entity application.
Both	Applicant should not hold an active non-resident New Mexico license while applying for a resident New Mexico license.
Both	Applicants may reinstate through Resident Licensing one year after license expiration date. Application will defer for state review.

Entity Type	Rule Description
Both	<p>Applicant must use Resident Licensing Renewals to renew if</p> <ul style="list-style-type: none"> • Applying within one year after expiration date. <p>AND</p> <ul style="list-style-type: none"> • No status reason or expired status reason (code 109) <p>OR</p> <ul style="list-style-type: none"> • Caution Block (PDB code 2609) <p>OR</p> <ul style="list-style-type: none"> • Active past expiration date
Both	<p>Applicants with the following status reason cannot apply, amend, renew or late renew electronically.</p> <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)
Both	<p>Applicants applying for Variable Life and Variable Annuity (PDB Code 6952) or Fraternal Variable Life and Variable Annuity (PDB Code 11983) will be reviewed by the state.</p>
Indiv	<p>Applicants applying for Variable Life and Variable Annuity (PDB Code 6952) or Fraternal Variable Life and Variable Annuity (PDB Code 11983) must supply CRD number.</p>
Both	<p>Applicants applying for Variable Life and Variable Annuity or Fraternal Variable Life and Variable Annuity will need to apply for or actively hold Life line of authority (all license types)</p> <p>* Must be within the requested license class.</p> <ul style="list-style-type: none"> • Insurance Producer Variable Life and Variable Annuity requires Insurance Producer Life PDB code 89/6952 - 3/16) • Insurance Consultant Variable Life and Variable Annuity requires Insurance Consultant Life (PDB code 3498/6952 – 3498/16) • Insurance Producer Fraternal Variable Life and Variable Annuity requires Insurance Producer Fraternal Life (PDB code 3/11983 – 3/216) • Temporary Insurance Producer Variable Life and Variable Annuity requires Temporary Insurance Producer Life (PDB code 9717/6952 – 9717/16) • Viatical Broker Variable Life and Variable Annuity requires Viatical Broker Life (PDB code 77/6952 – 77/16)
Both	<p>Applicants applying for Surplus Line Broker (PDB code 535) licenses must actively hold both single lines of Property (PDB Code 12) and Casualty (PDB Code 11) under Insurance Producer (PDB code 3) prior to submitting the Surplus Line Broker application.</p>
Bus	<p>Business Entity applicants must enter at least one 'Individual' entity type on the Owners, Officers, Partners and Directors (OPOD) page of the application.</p>

Entity Type	Rule Description
Bus	<p>The following business entities should defer for affiliate appointment fee:</p> <ul style="list-style-type: none"> • Insurance Producer (PDB/PIN 3) • Bail Bond Property(PDB/PIN 1015) • Independent Adjuster(PDB/PIN 20) • Insurance Consultant(PDB/PIN 3498) • Solicitor(PDB/PIN 18) • Limited Surety(PDB/PIN 257) • Motor Club(PDB/PIN 190) • Surplus line Broker(PDB/PIN 535) • Viatical Broker(PDB/PIN 77) • Public Adjuster (PIN/PDB 42) <p>Applicant must submit affiliate appointment fee. Fee is \$20.00 per individual. Applicant will be allowed 60 days to appoint the affiliate.</p>
Indiv	All residents applying for a license and anyone wishing to activate a cancelled resident license MUST be fingerprinted as part of the application process (Excludes amendments). Application will defer.
Indiv	All Independent Adjusters (PDB/PIN 20) and Public Adjusters (PDB/PIN 42) will be required to file with OSI a surety bond in favor of the superintendent in the aggregate amount of not less than ten thousand dollars (\$10,000). The bond shall be one executed by an authorized surety insurer. Application will defer.
Indiv	All Bail Bond Property (PDB/PIN 1015) will be required to submit A Letter of Credit in the amount of \$25,000 to the Superintendent of Insurance. Application will defer.

Resident Licensing (RL) Non-Uniform Questions (NUQs):

Question Description	Key Value	Value	Applicable For
<p>Applicant must list the name and NAIC Code of the sponsoring company.</p> <p>1a Sponsoring Company Name</p> <p>1b NAIC Cocode</p>	<p>1a</p> <p>1b</p>	<p><u>Key Val 1a</u> = Alpha/Numeric characters <u>Format</u>: Limit = 100</p> <p><u>Key Val 1b</u> = Numeric characters <u>Format</u>: Limit = 5</p>	<p><u>Entity</u>: Indiv</p> <p><u>Class</u>: Motor Club (190) Staff Adjuster (PDB 2225)</p>
<p>When adjusting workers compensation claims a principal place of business within the state of New Mexico is required: Will you be adjusting Workers Compensation Claims in the state of New Mexico?</p>	<p>27</p>	<p><u>Key Value 27</u> <u>Format= Alpha Value = Y or N</u></p>	<p><u>Entity</u>: <u>Individual</u></p> <p><u>Class</u>: <u>Independent Adjuster (PDB 20)</u></p>

Question Description	Key Value	Value	Applicable For
<p>If applicant answers Y to Key Value 2 7, then Key values 2a-7a through 2e-7e are required.</p> <p>*Exception 7b (optional)</p> <p>If answered Yes, please complete the following information:</p> <p>2a-7a Address line 1 2b-7b Address Line 2 2c-7c City 2d-7d State 2e-7e Zip code</p>	<p>2a-7a 2b-7b 2c-7c 2d-7d 2e-7e</p>	<p>Key Val 2a-7a = Address line 1 Format: Alphanumeric Limit = 100</p> <p>Key Val 2b-7b= Address line 2 Format: Alphanumeric Limit = 100</p> <p>Key Val 2c-7c= City Format: Alpha Limit = 50</p> <p>Key Val 2d-7d = State Format Alpha Length = 2</p> <p>Key Val 2e-7e = Zip Code Format Numeric length = 5</p>	<p>Entity: Individual</p> <p>Class: Independent Adjuster (PDB 20)</p>
<p>Applicant must own, operate or control an abstract plant consisting of a set of records which have been filed or recorded in the county for which such plant is maintained for a period of not less than twenty (20) years. Do you meet this requirement?</p>	<p>3</p>	<p>Key Value 3 Format= Alpha Value = Y or N</p>	<p>Entity: Both</p> <p>Class/ Line of Authority: Insurance Producer Title (3/18)</p>

Question Description	Key Value	Value	Applicable For
<p>If applicant answers Y to Key Value 3, then Key values 3a through 3e are required. 3f and 3g are optional</p> <p>If answered Yes, please complete the following information:</p> <p>What counties are you doing business in? (must be licensed in each county)</p> <p>3a County/counties</p> <p>3b Date of plant inspection</p> <p>3c Plant name</p> <p>3d Last name of inspector</p> <p>3e First name of inspector</p> <p>3f Last name of inspector</p> <p>3g First name of inspector</p>	<p>3a</p> <p>3b</p> <p>3c</p> <p>3d</p> <p>3e</p> <p>3f</p> <p>3g</p>	<p><u>Key Value 3a</u> <u>Comma delimited list of counties-County Codes</u></p> <p><u>Key value 3b</u> <u>Format date</u> <u>mm/dd/yyyy</u> <u>YYYYMMDD</u></p> <p><u>Key Value 3c Format</u> <u>alphanumeric limit 50</u></p> <p><u>Key value 3d Format</u> <u>alpha limit 50</u></p> <p><u>Key Value 3e alpha limit</u> <u>50</u></p> <p><u>Key Value 3f alpha limit</u> <u>50</u></p> <p><u>Key Value 3g alpha limit</u> <u>50</u></p>	<p><u>Entity: Both</u></p> <p><u>Class/ Line of Authority:</u> <u>Insurance Producer</u> <u>Title (3/18)</u></p>
<p>Temporary Adjuster applicants must list name and active license number of sponsoring Independent or Staff Adjuster Sponsor:</p> <p>4a First Name:</p> <p>4b Last name:</p> <p>4c New Mexico license number of Sponsoring Independent or Staff Adjuster.</p>	<p>4a</p> <p>4b</p> <p>4c</p>	<p><u>Key Value 4a = First Name</u> <u>Format Alpha Limit 25</u></p> <p><u>Key Value 4b = Last Name</u> <u>Format Alpha Limit 25</u></p> <p><u>Key Value 4c= License number</u> <u>Format Numeric limit =</u> <u>10</u></p>	<p><u>Entity: Individual</u></p> <p><u>Class: Temporary Adjuster (9716)</u></p>

Question Description	Key Value	Value	Applicable For
Bail Bond Solicitor applicants must list name and active license number of sponsoring Bail Bond Property licensee. 5a First Name: 5b Last name: 5c New Mexico license number of sponsoring Bail Bond Property licensee.	5a 5b 5c	<u>Key Value 5a = First Name</u> <u>Format Alpha Limit 25</u> <u>Key Value 5b = Last Name</u> <u>Format Alpha Limit 25</u> <u>Key Value 5c= License number</u> <u>Format Numeric limit = 10</u>	<u>Entity: Individual</u> Class: Bail Bond Solicitor (727)
Solicitor applicants must list name and active license number of sponsoring Limited Surety licensee. 6a First Name: 6b Last name: 6c New Mexico license number of sponsoring Limited Surety licensee.	6a 6b 6c	<u>Key Value 6a = Name</u> <u>Format Alpha Limit 50</u> <u>Key Value 6b = Name</u> <u>Format Alpha Limit 50</u> <u>Key Value 6c= License number</u> <u>Format Numeric limit = 10</u>	<u>Entity: Individual</u> <u>Class: Solicitor (18)</u>

Resident Licensing Non-Uniform Question Validations

Key Value	Rule Description
1a	First five characters of Company name must match first five characters of Company name on PDB.
1b	Company cocode must be on PDB.
3	Reject if applicant selects No
4c	New Mexico license number must be active on PDB
5c	New Mexico license number must be active on PDB
6c	New Mexico license number must be active on PDB

New Mexico County Codes:

County	County Code
Bernalillo	1
Catron	2
Chaves	3
Cibola	4
Colfax	5
Curry	6
Debaca	7
Dona Ana	8

Eddy	9
Grant	10
Guadalupe	11
Harding	12
Hidalgo	13
Lea	14
Lincoln	15
Los Alamos	16
Luna	17
Mckinley	18
Mora	19
Otero	20
Quay	21
Rio Arriba	22
Roosevelt	23
Sandoval	24
San Juan	25
San Miguel	26
Santa Fe	27
Sierra	28
Socorro	29
Taos	30
Torrance	31
Union	32
Valencia	33

Resident Licensing Renewals (RLR)

Resident Licensing Renewal (RLR) Offerings

Pre-conversion and post-conversion Resident License Renewal offerings are outlined below. Current offerings are on the left

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Indiv	Broker	(Excluding Health)	2/1056	2/1056	Both	Insurance Producer	Life	3/16	3/16
Bus	Firm		128/1056	128/1056					
Indiv	Broker	Accident & Health	2/14 128/14	2/14 128/14	Both	Insurance Producer	Accident and Health or Sickness	3/11938	3/11938
Bus	Firm								
Indiv	Broker	Variable Contracts	2/8 128/8	2/8 128/8	Both	Insurance Producer	Variable Life and Variable Annuity	3/6952	3/6952
Bus	Firm								
Indiv	Broker	Casualty & Surety	2/1744 128/1744	2/350 128/350	Both	Insurance Producer	Casualty	3/11	3/11
Bus	Firm								
Indiv	Broker	Property, Marine & Transportation	2/2588 128/2588	2/1400 128/1400	Both	Insurance Producer	Property	3/12	3/127
Bus	Firm								
Bus	Firm	Credit Life, Accident & Health	128/1746	128/26	Both	Insurance Producer	Credit	3/51	3/51

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Bus	Firm	Transportation Ticket Sellers	128/1748	128/1748	Both	Insurance Producer	Travel	3/64	3/64
Both	Surplus Lines Broker	Surplus Lines	14/61	14/61	Both	Surplus Line Broker	None	535/101	535/101
Bus	Fraternal	Variable Contracts (Fraternal)	184/2587	184/2587	Both	Insurance Producer	Fraternal Variable Life and Variable Annuity	3/11983	3/11983
Bus	Fraternal	Fraternal Life	184/216	184/216	Both	Insurance Producer	Fraternal Life	3/216	3/216
Bus	Fraternal	Fraternal Life, Accident & Health	184/3052	184/1058	Both	Insurance Producer	Fraternal Accident and Health or Sickness	3/11982	3/11982
Bus	Firm Adjuster	None	6733/101	6733/101	Both	Independent Adjuster	None	20/101	20/101
Indiv	Broker	Crop/Hail	2/480	2/142	Both	Insurance Producer	Crop	3/22	3/22
Bus	Firm		128/480	128/142					
Indiv	Agent	Life, Accident & Health	1/36	1/36	Both	Insurance Producer	Life PLUS Accident and Health or Sickness	3/16 PLUS 3/11938	3/16 PLUS 3/11938
Indiv	Broker		2/36	2/36					
Bus	Firm		128/36	128/36					
Indiv	Agent	Vehicle	1/38	1/38	Both	Insurance Producer	Casualty	3/11	3/11
Indiv	Broker		2/38	2/38					
Bus	Firm		128/38	128/38					

The following license classes and LOAs are new and will now be offered electronically through the Resident License Renewal application.

Entity Type	Class	LOA	PDB	PIN
Both	Insurance Producer	Personal Lines	3/928	3/928
Bus	Rental Car	None	2529/101	2529/101
Both	Insurance Producer	Title	3/18	3/18

Entity Type	Class	LOA	PDB	PIN
Both	Bail Bond Property	None	1015/101	1015/101
Indiv	Bail Bond Solicitor	None	727/101	727/101
Bus	Portable Electronics	None	5493/101	5493/101
Indiv	Staff Adjuster	None	2225/101	2225/101
Both	Insurance Consultant	Casualty	3498/11	3498/11
Both	Insurance Consultant	Property	3498/12	3498/127
Both	Insurance Consultant	Accident and Health or Sickness	3498/11938	3498/11938
Both	Insurance Consultant	Life	3498/16	3498/16
Both	Insurance Consultant	Variable Life and Variable Annuity	3498/6952	3498/6952
Both	Limited Surety	Surety Bail Bonds	257/721	257/721
Both	Motor Club	None	190/101	190/101
Bus	Pharmacy Benefit Mgr	TPA Rx(Exclusively) None	9674/11919 101	9674/11919 101
Bus	Third Party Admin	Casualty	4393/11	4393/11
Bus	Third Party Admin	Property	4393/12	4393/127
Bus	Third Party Admin	Accident and Health or Sickness	4393/11938	4393/11938
Bus	Third Party Admin	Life	4393/16	4393/16
Both	Viatical Broker	Life	77/16	77/16
Both	Viatical Broker	Variable Life and Variable Annuity	77/6952	77/6952
Both	Solicitor	Surety Bail Bonds	18/721	18/721
Both	Public Adjuster	None	42/101	42/101

Resident License Renewal (RLR) fees:

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Indiv	Insurance Producer	Renewal Fee	\$60	
	Bail Bond Property			
	Bail Bond Solicitor			
	Independent Adjuster			
	Solicitor			
	Limited Surety			
	Motor Club			
	Staff Adjuster			
	Public Adjuster			

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Indiv	Insurance Producer	Late Renewal Grace Period Fee	Total = \$90	Day 1-30 after expiration
	Bail Bond Property			
	Bail Bond Solicitor			
	Independent Adjuster			
	Solicitor			
	Limited Surety			
	Motor Club			
	Staff Adjuster			
	Public Adjuster			
Indiv	Insurance Producer	Late Renewal Fee	Total = \$120	Day 31- 1 year after expiration
	Bail Bond Property			
	Bail Bond Solicitor			
	Independent Adjuster			
	Solicitor			
	Limited Surety			
	Motor Club			
	Staff Adjuster			
	Public Adjuster			
Bus	Insurance Producer	Renewal Fee	\$60 PLUS \$20 per affiliate	
	Bail Bond Property			
	Independent Adjuster			
	Solicitor			
	Limited Surety			
	Motor Club			
	Public Adjuster			
Bus	Insurance Producer	Late Renewal Grace Period Fee	Total = \$90 PLUS \$30 per affiliate	Day 1-30 after expiration
	Bail Bond Property			
	Independent Adjuster			
	Solicitor			
	Limited Surety			
	Motor Club			
	Public Adjuster			

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Bus	Insurance Producer	Late Renewal Fee	Total = \$120 PLUS \$40 per affiliate	Day 31- 1 year after expiration
	Bail Bond Property			
	Independent Adjuster			
	Solicitor			
	Limited Surety			
	Motor Club			
	Public Adjuster			
Bus	Portable Electronics	Renewal Fee	\$60	
	Rental Car			
Bus	Portable Electronics	Late Renewal Grace Period Fee	Total = \$90	Day 1-30 after expiration
	Rental Car			
Bus	Portable Electronics	Late Renewal Fee	Total = \$120	Day 31- 1 year after expiration
	Rental Car			
Indiv	Insurance Consultant	Renewal Fee	\$100	
Indiv	Insurance Consultant	Late Renewal Grace Period Fee	Total = \$150	Day 1-30 after expiration
Indiv	Insurance Consultant	Late Renewal Fee	Total = \$200	Day 31- 1 year after expiration
Bus	Insurance Consultant	Renewal Fee	\$100 PLUS \$20 per affiliate	
Bus	Insurance Consultant	Late Renewal Grace Period Fee	Total = \$150 PLUS \$30 per affiliate	Day 1-30 after expiration
Bus	Insurance Consultant	Late Renewal Fee	Total = \$200 PLUS \$40 per affiliate	Day 31- 1 year after expiration
Bus	Pharmacy Benefit Mgr	Annual Report Fee	\$200	Per Application
Bus	Pharmacy Benefit Mgr	Renewal Fee	\$500	

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Bus	Pharmacy Benefit Mgr	Late Renewal Grace Period Fee	Total = \$750	Day 1-30 after expiration
Bus	Pharmacy Benefit Mgr	Late Renewal Fee	Total = \$1,000	Day 31- 1 year after expiration
Indiv	Surplus Line Broker	Renewal Fee	\$200	
	Viatical Broker			
Indiv	Surplus Line Broker	Late Renewal Grace Period Fee	Total = \$300	Day 1-30 after expiration
	Viatical Broker			
Indiv	Surplus Line Broker	Late Renewal Fee	Total = \$400	Day 31- 1 year after expiration
	Viatical Broker			
Bus	Surplus Line Broker	Renewal Fee	\$100	
	Viatical Broker		PLUS \$20 per affiliate	
Bus	Surplus Line Broker	Late Renewal Grace Period Fee	Total = \$150	Day 1-30 after expiration
	Viatical Broker		PLUS \$30 per affiliate	
Bus	Surplus Line Broker	Late Renewal Fee	Total = \$200	Day 31- 1 year after expiration
	Viatical Broker		PLUS \$40 per affiliate	
Bus	Third Party Admin	Annual Report Fee	\$50	Per Application
Bus	Third Party Admin	Renewal Fee	\$200	
Bus	Third Party Admin	Late Renewal Grace Period Fee	Total = \$300	Day 1-30 after expiration
Bus	Third Party Admin	Late Renewal Fee	Total = \$400	Day 31- 1 year after expiration

Resident License Renewal (RLR) business rules:

Entity Type	Rule Description
Both	Applicant must complete all required fields on the appropriate Uniform Application.
Both	Applicant must accept attestation.
Both	All country codes supplied in transaction must be valid.
Both	Applicant Tax ID must match current PDB record for resident state.

Entity Type	Rule Description
Both	Applicant's National Producer Number (NPN) must match current PDB record (if applicable).
Both	Applicant's name must match current PDB record for resident state.
Both	Applicant's addresses must match current PDB record for resident state.
Indiv	Applicant must provide either the Residence and/or Business address in New Mexico
Bus	Applicant must provide Business address in New Mexico
Indiv	Applicant's birth date must match current PDB record for resident state (if PDB birth date is blank this is accepted.)
Both	Applicant's Resident License must be on record.
Both	Applicant's Resident License must match current PDB record for license class submitted.
Both	Applicant must have an equivalent license (active or inactive) for the requested LOA(s) in New Mexico
Indiv	PO box addresses will not be accepted for residence address.
Bus	PO box addresses will not be accepted for business address.
Indiv	<p>Applicant renewing the following license classes/lines of authority must be CE compliant:</p> <p>License classes:</p> <ul style="list-style-type: none"> • Bail Bond Property (PDB 1015) • Bail Bond Solicitor (PDB 727) • Solicitor (PDB 18) • Limited Surety (PDB 257) • Insurance Producer (3) license class with the following LOA's only: <ul style="list-style-type: none"> ○ Casualty (11) ○ Property (12) ○ Accident and Health or Sickness (11938) ○ Life (16) ○ Personal Lines(928) ○ Title (18) ○ Crop (22)
Both	License is eligible for renewal 90 days prior to expiration date.
Both	NM allows late renewals via Resident License Renewals up to one year after expiration date. After one year, applicant must reinstate through Resident Licensing.
Both	<p>Applicants with the following status reason cannot apply, amend, renew or late renew electronically.</p> <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)

Entity Type	Rule Description
Bus	<p>All business entities must have at least one Designated Responsible Licensed Producer (DRLP).</p> <p>Exception - No DRLP required for the following BE only license types:</p> <ul style="list-style-type: none"> • Portable Electronics (PIN/PDB 5493) • Pharmacy Benefit Mgr (PIN/PDB 9674) • Rental Car (PIN/PDB 2529) • Third Party Admin (PIN/PDB 4393)
Bus	At least one of the listed DRLP must have an active license (resident or non-resident) in New Mexico.
Bus	The DRLP(s) on the application must cumulatively cover all active LOA's listed on the business entity application.
Both	Applicant should not hold an active non-resident New Mexico license while renewing a resident NM license.
Both	<p>Applicants renewing Variable Life and Variable Annuity or Fraternal Variable Life and Variable Annuity will need to actively hold or renew Life line of authority (all license types)</p> <p>* Must be within the requested license class.</p> <ul style="list-style-type: none"> • Insurance Producer Variable Life and Variable Annuity requires Insurance Producer Life PDB code 3/6952 - 3/16) • Insurance Consultant Variable Life and Variable Annuity requires Insurance Consultant Life (PDB code 3498/6952 – 3498/16) • Insurance Producer Fraternal Variable Life and Variable Annuity requires Insurance Producer Fraternal Life (PDB code 3/11983 – 3/216) • Viatical Broker Variable Life and Variable Annuity requires Viatical Broker Life (PDB code 77/6952 – 77/16)
Both	Applicants renewing Surplus Line Broker (PDB code 535) licenses must actively hold both single lines of Property (PDB Code 12) and Casualty (PDB Code 11) under Insurance Producer (PDB code 3) prior to submitting the Surplus Line Broker renewal.
Bus	<p>At least one affiliation must be on record from New Mexico for the business entities listed below:</p> <ul style="list-style-type: none"> • Insurance Producer (PDB/PIN 3) • Bail Bond Property(PDB/PIN 1015) • Independent Adjuster(PDB/PIN 20) • Insurance Consultant(PDB/PIN 3498) • Solicitor(PDB/PIN 18) • Limited Surety(PDB/PIN 257) • Motor Club(PDB/PIN 190) • Surplus line Broker(PDB/PIN 535) • Viatical Broker(PDB/PIN 77) • Public Adjuster (PIN/PDB 42)
Both	Applicant must renew all active lines held at renewal (of those offered electronically through NIPR). No partial renewals are allowed.

Non-Resident Licensing (NRL)

Non-Resident Licensing (NRL) offerings:

Pre-conversion and post-conversion Non-Resident License offerings are outlined below. Current offerings are on the left

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Indiv	Agent	Life (Excluding Health)	1/1056	1/1056	Both	Insurance Producer	Life	3/16	3/16
Indiv	Broker		2/1056	2/1056					
Bus	Firm		128/1056	128/1056					
Indiv	Agent	Accident & Health	1/14	1/14	Both	Insurance Producer	Accident and Health or Sickness	3/11938	3/11938
Indiv	Broker		2/14	2/14					
Bus	Firm		128/14	128/14					
Indiv	Agent	Variable Contracts	1/8	1/8	Both	Insurance Producer	Variable Life and Variable Annuity	3/6952	3/6952
Indiv	Broker		2/8	2/8					
Bus	Firm		128/8	128/8					
Indiv	Agent	Casualty & Surety	1/1744	1/350	Both	Insurance Producer	Casualty	3/11	3/11
Indiv	Broker		2/1744	2/350					
Bus	Firm		128/1744	128/350					
Indiv	Agent	Property, Marine & Transportation	1/2588	1/1400	Both	Insurance Producer	Property	3/12	3/127
Indiv	Broker		2/2588	2/1400					
Bus	Firm		128/2588	128/1400					
Bus	Firm	Credit Life, Accident & Health	128/1746	128/26	Both	Insurance Producer	Credit	3/51	3/51
Bus	Firm	Transportation Ticket Sellers	128/1748	128/1748	Both	Insurance Producer	Travel	3/64	3/64
Both	Surplus Lines Broker	Surplus Lines	14/61	14/61	Both	Surplus Line Broker	None	535/101	535/101

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Both	Fraternal	Variable Contracts (Fraternal)	184/2587	184/2587	Both	Insurance Producer	Fraternal Variable Life and Variable Annuity	3/11983	3/11983
Both	Fraternal	Fraternal Life	184/216	184/216	Both	Insurance Producer	Fraternal Life	3/216	3/216
Both	Fraternal	Fraternal Life, Accident & Health	184/3052	184/1058	Both	Insurance Producer	Fraternal Accident and Health or Sickness	3/11982	3/11982
Indiv	Agent	Life, Accident & Health	1/36	1/36	Both	Insurance Producer	Life PLUS Accident and Health or Sickness	3/16 PLUS 3/11938	3/16 PLUS 3/11938
Indiv	Broker		2/36	2/36					
Bus	Firm		128/36	128/36					
Indiv	Agent	Vehicle	1/38	1/38	Both	Insurance Producer	Casualty	3/11	3/11
Indiv	Broker		2/38	2/38					
Bus	Firm		128/38	128/38					
Indiv	Agent	Crop/Hail *	1/480	1/142	Both	Insurance Producer	Property	3/12	3/127
Indiv	Broker		2/480	2/142					
Bus	Firm		128/480	128/142					

Note: Crop/Hail will be migrated as Crop. It will only be available for renewal.

The following license classes and LOAs are new and will now be offered electronically through the Non-Resident Licensing application.

Entity Type	Class	LOA	PDB	PIN
Both	Insurance Producer	Personal Lines	3/928	3/928
Bus	Rental Car	None	2529/101	2529/101
Both	Insurance Producer	Title	3/18	3/18
Both	Bail Bond Property	None	1015/101	1015/101
Indiv	Bail Bond Solicitor	None	727/101	727/101
Bus	Portable Electronics	None	5493/101	5493/101
Bus	Independent Adjuster	None	20/101	20/101
Both	Insurance Consultant	Casualty	3498/11	3498/11
Both	Insurance Consultant	Property	3498/12	3498/127

Entity Type	Class	LOA	PDB	PIN
Both	Insurance Consultant	Accident and Health or Sickness	3498/11938	3498/11938
Both	Insurance Consultant	Life	3498/16	3498/16
Both	Insurance Consultant	Variable Life and Variable Annuity	3498/6952	3498/6952
Both	Limited Surety	Surety Bail Bonds	257/721	257/721
Both	Motor Club	None	190/101	190/101
Bus	Pharmacy Benefit Mgr	TPA Rx(Exclusively) None	9674/11919 101	9674/11919 101
Indiv	Temporary Insurance Producer	Casualty	9717/11	9717/11
Indiv	Temporary Insurance Producer	Property	9717/12	9717/127
Indiv	Temporary Insurance Producer	Accident and Health or Sickness	9717/11938	9717/11938
Indiv	Temporary Insurance Producer	Life	9717/16	9717/16
Bus	Third Party Admin	Casualty	4393/11	4393/11
Bus	Third Party Admin	Property	4393/12	4393/127
Bus	Third Party Admin	Accident and Health or Sickness	4393/11938	4393/11938
Bus	Third Party Admin	Life	4393/16	4393/16
Both	Viatical Broker	Life	77/16	77/16
Both	Viatical Broker	Variable Life and Variable Annuity	77/6952	77/6952
Bus	Public Adjuster	None	42/101	42/101

Non-Resident Licensing (NRL) Fees:

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Both	Insurance Producer	License Fee	\$30	
Both	Bail Bond Property	License Fee	\$30	
Indiv	Bail Bond Solicitor	License Fee	\$30	
Bus	Portable Electronics	License Fee	\$30	
Bus	Independent Adjuster	License Fee	\$30	
Both	Insurance Consultant	License Fee	\$50	
Both	Limited Surety	License Fee	\$30	
Both	Motor Club	License Fee	\$30	
Bus	Pharmacy Benefit Mgr	License Fee	\$1,000	
Bus	Rental Car	License Fee	\$30	

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Both	Surplus line Broker	License Fee	\$100	
Indiv	Temporary Insurance Producer	License Fee	\$30	
Bus	Third Party Admin	License Fee	\$100	
Both	Viatical Broker	License Fee	\$100	
Bus	Public Adjuster	License Fee	\$30	
Both	All Classes	Amendment Fee	\$30	
Both	All Classes	Reinstatement	\$0	No additional reinstatement fee – only initial license fee

Non-Resident Licensing (NRL) Business Rules:

Entity Type	Rule Description
Both	Applicant must complete all required fields on the Uniform Application.
Both	Attestation must be accepted
Both	All country codes supplied in transaction must be valid.
Indiv	Employment history must show at least five (5) years and be listed in order from current employer back five (5) years with no gaps.
Both	Applicant's Tax ID must match current PDB record for resident state
Both	Applicant's National Producer Number (NPN) must match current PDB record for resident state (if applicable)
Both	Applicant's name must match current PDB record for resident state
Both	Applicant's addresses must match current PDB record for resident state
Indiv	Applicant's birth date must match current PDB record for resident state (if PDB birth date is blank this is accepted)
Both	Applicant's Resident License must be on record.
Both	Applicant's state of residence must match current PDB record.
Both	Applicant must not be applying for a license in their own resident state
Both	Applicant must have an active equivalent license for the requested LOA(s) in their resident state *Does not apply to non-uniform lines.
Both	Applicant must not already have an active equivalent license for the requested LOA(s) in the requested NR state
Indiv	Non-US citizens will defer to provide proof of Visa, Work Permit or Green Card to New Mexico Office of Superintendent of Insurance.
Bus	All business entities must have at least one Designated Responsible Licensed Producer (DRLP). Exception - No DRLP required for the following BE only license types: <ul style="list-style-type: none"> • Portable Electronics (PDB 5493) • Pharmacy Benefit Mgr (PDB 9674) • Rental Car (PDB 2529) • Third Party Admin (PDB 4393)
Bus	At least one of the listed DRLP must have an active license (resident or non-resident) in New Mexico.

Entity Type	Rule Description
Bus	The DRLP(s) on the application must cumulatively cover all active LOA's listed on the business entity application.
Both	Applicants applying for Variable Life and Variable Annuity (PDB Code 6952) or Fraternal Variable Life and Variable Annuity (PDB Code 11983) will be reviewed by the state.
Indiv	Applicants applying for Variable Life and Variable Annuity (PDB Code 6952) or Fraternal Variable Life and Variable Annuity (PDB Code 11983) must supply CRD number.
Both	Applicants may reinstate through Non-Resident Licensing one year after license expiration date. Application will defer.
Both	Applicant must use Non-Resident Renewals to renew if <ul style="list-style-type: none"> • Applying within one year after expiration date. AND • No status reason or expired status reason (code 109) OR • Caution Block (PDB code 2609) OR • Active past expiration date
Both	Applicants with the following status reason cannot apply, amend, renew or late renew electronically. <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)
Both	Applicants applying for Variable Life and Variable Annuity or Fraternal Variable Life and Variable Annuity will need to apply for or actively hold Life line of authority (all license types) <p>* Must be within the requested license class.</p> <ul style="list-style-type: none"> • Insurance Producer Variable Life and Variable Annuity requires Insurance Producer Life PDB code 3/6952 - 3/16) • Insurance Consultant Variable Life and Variable Annuity requires Insurance Consultant Life (PDB code 3498/6952 – 3498/16) • Insurance Producer Fraternal Variable Life and Variable Annuity requires Insurance Producer Fraternal Life (PDB code 3/11983 – 3/216) • Viatical Broker Variable Life and Variable Annuity requires Viatical Broker Life (PDB code 77/6952 – 77/16)
Bus	Business Entity applicants must enter at least one 'Individual' entity type on the Owners, Officers, Partners and Directors (OPOD) page of the application.

Entity Type	Rule Description
Bus	<p>The following business entities will defer for Affiliate appointment fee:</p> <ul style="list-style-type: none"> • Insurance Producer (PDB/PIN 3) • Bail Bond Property(PDB/PIN 1015) • Independent Adjuster(PDB/PIN 20) • Insurance Consultant(PDB/PIN 3498) • Solicitor(PDB/PIN 18) • Limited Surety(PDB/PIN 257) • Motor Club(PDB/PIN 190) • Surplus line Broker(PDB/PIN 535) • Viatical Broker(PDB/PIN 77) • Public Adjuster (PIN/PDB 42) <p>Applicant must submit affiliate appointment fee. Fee is \$20.00 per individual. Applicant will be allowed 60 days to appoint the affiliate.</p>
Indiv	Bail Bond applicants must submit A Letter of Credit in the amount of \$25,000 to the Superintendent of Insurance. Application will defer.
Indiv	Independent Adjuster and Public Adjuster applicants shall file with OSI a surety bond in favor of the superintendent in the aggregate amount of not less than ten thousand dollars (\$10,000). The bond shall be one executed by an authorized surety insurer. Application will defer.

Non-Resident Licensing (NRL) Non-Uniform Questions (NUQs):

Question Description	Key Value	Value	Applicable For
<p>Applicant must list the name and NAIC Code of the sponsoring company.</p> <p>1a Sponsoring Company Name 1b NAIC Cocode</p>	<p>1a 1b</p>	<p><u>Key Val 1a</u> = Alpha/Numeric characters <u>Format:</u> Limit = 100</p> <p><u>Key Val 1b</u> = Numeric characters <u>Format:</u> Limit = 5</p>	<p><u>Entity:</u> Indiv</p> <p><u>Class:</u> Motor Club (190)</p>
<p>Applicant must own, operate or control an abstract plant consisting of a set of records which have been filed or recorded in the county for which such plant is maintained for a period of not less than twenty (20) years. Do you meet this requirement?</p>	<p>3</p>	<p><u>Key Value 3</u> <u>Format= Alpha Value =</u> <u>Y or N</u></p>	<p><u>Entity: Both</u></p> <p><u>Class/ Line of Authority:</u> <u>Insurance Producer</u> <u>Title (3/18)</u></p>

Question Description	Key Value	Value	Applicable For
<p>If applicant answers Y to Key Value 3, then Key values 3a through 3e are required. 3f and 3g are optional If answered Yes, please complete the following information: What counties are you doing business in? (must be licensed in each county)</p> <p>3a County/counties</p> <p>3b Date of plant inspection</p> <p>3c Plant name</p> <p>3d Last name of inspector</p> <p>3e First name of inspector</p> <p>3f Last name of inspector</p> <p>3g First name of inspector</p>	<p>3a</p> <p>3b</p> <p>3c</p> <p>3d</p> <p>3e</p> <p>3f</p> <p>3g</p>	<p><u>Key Value 3a</u> <u>Comma delimited list of counties-County Codes</u></p> <p><u>Key value 3b</u> <u>Format date</u> <u>mm/dd/yyyy</u> <u>YYYYMMDD</u></p> <p><u>Key Value 3c Format</u> <u>alphanumeric limit 50</u></p> <p><u>Key value 3d Format</u> <u>alpha limit 50</u></p> <p><u>Key Value 3e alpha limit</u> <u>50</u></p> <p><u>Key Value 3f alpha limit</u> <u>50</u></p> <p><u>Key Value 3g alpha limit</u> <u>50</u></p>	<p><u>Entity: Both</u></p> <p><u>Class/ Line of Authority:</u> <u>Insurance Producer</u> <u>Title (3/18)</u></p>
<p>Bail Bond Solicitor applicants must list name and active license number of sponsoring Bail Bond Property licensee.</p> <p>5a First Name: 5b Last name: 5c New Mexico license number of sponsoring Bail Bond Property licensee.</p>	<p>5a</p> <p>5b</p> <p>5c</p>	<p><u>Key Value 5a = First Name</u> <u>Format Alpha Limit 25</u></p> <p><u>Key Value 5b = Last Name</u> <u>Format Alpha Limit 25</u></p> <p><u>Key Value 5c= License number</u> <u>Format Numeric limit =</u> <u>10</u></p>	<p><u>Entity: Individual</u></p> <p><u>Class: Bail Bond Solicitor (727)</u></p>

Question Description	Key Value	Value	Applicable For
Solicitor applicants must list name and active license number of sponsoring Limited Surety licensee.	6a 6b 6c	Key Value 6a = Name Format Alpha Limit 50 Key Value 6b = Name Format Alpha Limit 50 Key Value 6c= License number Format Numeric limit = 10	Entity: Individual Class: Solicitor (18)
6a-First Name: 6b-Last name: 6c-New Mexico license number of sponsoring Limited Surety licensee.			

Non-Resident Licensing Non-Uniform Question Validations

Key Value	Rule Description
1a	First five characters of Company name must match first five characters of Company name on PDB.
1b	Company cocode must be on PDB.
3	Reject if applicant selects No
5c	New Mexico license number must be active on PDB
6c	New Mexico license number must be active on PDB

Non-Resident Licensing Renewals (NRR)

Non-Resident Licensing Renewal (NRR) Offerings

Pre-conversion and post-conversion Non-Resident License Renewal offerings are outlined below. Current offerings are on the left

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Indiv	Broker	(Excluding Health)	2/ 1056	2/ 1056	Both	Insurance Producer	Life	3/16	3/16
Bus	Firm		128/ 1056	128/ 1056					
Indiv	Broker	Accident & Health	2/14 128/ 14	2/14 128/ 14	Both	Insurance Producer	Accident and Health or Sickness	3/ 11938	3/ 11938
Bus	Firm								
Indiv	Broker	Variable Contracts	2/8 128/8	2/8 128/8	Both	Insurance Producer	Variable Life and Variable	3/ 6952	3/ 6952

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Bus	Firm						Annuity		
Indiv	Broker	Casualty & Surety	2/1744	2/350	Both	Insurance Producer	Casualty	3/11	3/11
Bus	Firm		128/1744	128/350					
Indiv	Broker	Property, Marine & Transportation	2/2588	2/1400	Both	Insurance Producer	Property	3/12	3/127
Bus	Firm		128/2588	128/1400					
Bus	Firm	Credit Life, Accident & Health	128/1746	128/26	Both	Insurance Producer	Credit	3/51	3/51
Bus	Firm	Transportation Ticket Sellers	128/1748	128/1748	Both	Insurance Producer	Travel	3/64	3/64
Both	Surplus Lines Broker	Surplus Lines	14/61	14/61	Both	Surplus Line Broker	None	535/101	535/101
Bus	Fraternal	Variable Contracts (Fraternal)	184/2587	184/2587	Both	Insurance Producer	Fraternal Variable Life and Variable Annuity	3/11983	3/11983
Bus	Fraternal	Fraternal Life	184/216	184/216	Both	Insurance Producer	Fraternal Life	3/216	3/216
Bus	Fraternal	Fraternal Life, Accident & Health	184/3052	184/1058	Both	Insurance Producer	Fraternal Accident and Health or Sickness	3/11982	3/11982
Bus	Firm Adjuster	None	6733/101	6733/101	Bus	Independent Adjuster	None	20/101	20/101
Indiv	Broker	Crop/Hail	2/480	2/142	Both	Insurance Producer	Crop	3/22	3/22

Pre-Conversion Offerings					Post- Conversion Offerings				
Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Bus	Firm		128/480	128/142					
Indiv	Agent	Life, Accident & Health	1/36	1/36	Both	Insurance Producer	Life PLUS Accident and Health or Sickness	3/16 PLUS 3/11938	3/16 PLUS 3/11938
Indiv	Broker		2/36	2/36					
Bus	Firm		128/36	128/36					
Indiv	Agent	Vehicle	1/38	1/38	Both	Insurance Producer	Casualty	3/11	3/11
Indiv	Broker		2/38	2/38					
Bus	Firm		128/38	128/38					

The following license classes and LOAs are new and will now be offered electronically through the Non-Resident License Renewal application.

Entity Type	Class	LOA	PDB	PIN
Both	Insurance Producer	Personal Lines	3/928	3/928
Bus	Rental Car	None	2529/101	2529/101
Both	Insurance Producer	Title	3/18	3/18
Both	Bail Bond Property	None	1015/101	1015/101
Indiv	Bail Bond Solicitor	None	727/101	727/101
Bus	Portable Electronics	None	5493/101	5493/101
Both	Insurance Consultant	Casualty	3498/11	3498/11
Both	Insurance Consultant	Property	3498/12	3498/127
Both	Insurance Consultant	Accident and Health or Sickness	3498/11938	3498/11938
Both	Insurance Consultant	Life	3498/16	3498/16
Both	Insurance Consultant	Variable Life and Variable Annuity	3498/6952	3498/6952
Both	Limited Surety	Surety Bail Bonds	257/721	257/721
Both	Motor Club	None	190/101	190/101
Bus	Pharmacy Benefit Mgr	TPA Rx(Exclusively) None	9674/11919 101	9674/11919 101
Bus	Third Party Admin	Casualty	4393/11	4393/11

Entity Type	Class	LOA	PDB	PIN
Bus	Third Party Admin	Property	4393/12	4393/127
Bus	Third Party Admin	Accident and Health or Sickness	4393/11938	4393/11938
Bus	Third Party Admin	Life	4393/16	4393/16
Both	Viatical Broker	Life	77/16	77/16
Both	Viatical Broker	Variable Life and Variable Annuity	77/6952	77/6952
Both	Solicitor	Surety Bail Bonds	18/721	18/721
Bus	Public Adjuster	None	42/101	42/101

Non-Resident Licensing Renewal (NRR) Fees:

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Indiv	Insurance Producer	Renewal Fee	\$60	
	Bail Bond Property			
	Bail Bond Solicitor			
	Limited Surety			
	Motor Club			
	Public Adjuster			
Indiv	Insurance Producer	Late Renewal Grace Period Fee	Total = \$90	Day 1-30 after expiration
	Bail Bond Property			
	Bail Bond Solicitor			
	Limited Surety			
	Motor Club			
	Public Adjuster			
Indiv	Insurance Producer	Late Renewal Fee	Total = \$120	Day 31- 1 year after expiration
	Bail Bond Property			
	Bail Bond Solicitor			
	Limited Surety			
	Motor Club			
	Public Adjuster			
Bus	Insurance Producer	Renewal Fee	\$30 PLUS \$20 per affiliate	
	Independent Adjuster			
	Bail Bond Property			
	Limited Surety			
	Motor Club			
	Public Adjuster			

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Bus	Insurance Producer	Late Renewal Grace Period Fee	Total = \$45 PLUS \$30 per affiliate	Day 1-30 after expiration
	Independent Adjuster			
	Bail Bond Property			
	Limited Surety			
	Motor Club			
	Public Adjuster			
Bus	Insurance Producer	Late Renewal Fee	Total = \$60 PLUS \$40 per affiliate	Day 31- 1 year after expiration
	Independent Adjuster			
	Bail Bond Property			
	Limited Surety			
	Motor Club			
	Public Adjuster			
Bus	Portable Electronics	Renewal Fee	\$60	
	Rental Car			
Bus	Portable Electronics	Late Renewal Grace Period Fee	Total = \$90	Day 1-30 after expiration
	Rental Car			
Bus	Portable Electronics	Late Renewal Fee	Total = \$120	Day 31- 1 year after expiration
	Rental Car			
Indiv	Insurance Consultant	Renewal Fee	\$100	
Indiv	Insurance Consultant	Late Renewal Grace Period Fee	Total = \$150	Day 1-30 after expiration
Indiv	Insurance consultant	Late Renewal Fee	Total = \$200	Day 31- 1 year after expiration
Bus	Insurance Consultant	Renewal Fee	\$50 PLUS \$20 per affiliate	
Bus	Insurance Consultant	Late Renewal Grace Period Fee	Total = \$75 PLUS \$30 per affiliate	Day 1-30 after expiration

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Bus	Insurance consultant	Late Renewal Fee	Total = \$100 PLUS \$40 per affiliate	Day 31- 1 year after expiration
Bus	Pharmacy Benefit Mgr	Annual report fee	\$200	Per application
Bus	Pharmacy Benefit Mgr	Renewal Fee	\$500	
Bus	Pharmacy Benefit Mgr	Late Renewal Grace Period Fee	Total = \$750	Day 1-30 after expiration
Bus	Pharmacy Benefit Mgr	Late Renewal Fee	Total = \$1,000	Day 31- 1 year after expiration
Indiv	Surplus line Broker	Renewal Fee	\$200	
	Viatical Broker			
Indiv	Surplus line Broker	Late Renewal Grace Period Fee	Total = \$300	Day 1-30 after expiration
	Viatical Broker			
Indiv	Surplus line Broker	Late Renewal Fee	Total = \$400	Day 31- 1 year after expiration
	Viatical Broker			
Bus	Surplus line Broker	Renewal Fee	\$100 PLUS \$20 per affiliate	
	Viatical Broker			
Bus	Surplus line Broker	Late Renewal Grace Period Fee	Total = \$150 PLUS \$30 per affiliate	Day 1-30 after expiration
	Viatical Broker			
Bus	Surplus line Broker	Late Renewal Fee	Total = \$200 PLUS \$40 per affiliate	Day 31- 1 year after expiration
	Viatical Broker			
Bus	Third Party Admin	Annual report fee	\$50	Per application
Bus	Third Party Admin	Renewal Fee	\$200	
Bus	Third Party Admin	Late Renewal Grace Period Fee	Total = \$300	Day 1-30 after expiration
Bus	Third Party Admin	Late Renewal Fee	Total = \$400	Day 31- 1 year after expiration

Non-Resident Licensing Renewal (NRR) Business Rules:

Entity Type	Rule Description
Both	Applicant must complete all required fields on the Uniform Application.
Both	Attestation must be accepted.
Both	All country codes supplied in transaction must be valid.
Both	Applicant's Tax ID must match current PDB record for resident state (if applicable)
Both	Applicant's National Producer Number (NPN) must match current PDB record (if applicable).
Both	Applicant's name must match current PDB record for resident state.
Both	Applicant's addresses must match current PDB record for resident state.
Indiv	Applicant's birth date must match current PDB record for resident state (if PDB birth date is blank this is accepted).
Both	Applicant's Resident License must be on record.
Both	Applicant's state of residence must match current PDB record.
Both	Applicant must not be renewing a license in their own resident state.
Both	Applicant must have an active equivalent license for the requested LOA(s) in their resident state Note: This rule does not apply to non-uniform lines.
Both	Applicant's Non-Resident License must match current PDB record for license class submitted.
Both	Applicant must have an equivalent license for the requested LOA(s) in the requested NR state.
Both	License is eligible for renewal 90 days prior to expiration date.
Both	NM allows late renewals via Non-Resident Renewals up to one year after expiration date. After one year, applicant must reinstate through Non-Resident Licensing
Both	Applicants with the following status reason cannot apply, amend, renew or late renew electronically. <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)

Entity Type	Rule Description
Bus	<p>All business entities must have at least one Designated Responsible Licensed Producer (DRLP).</p> <p>Exception - No DRLP required for the following business entity only license types:</p> <ul style="list-style-type: none"> • Portable Electronics (PIN/PDB 5493) • Pharmacy Benefit Mgr (PIN/PDB 9674) • Rental Car (PIN/PDB 2529) • Third Party Admin (PIN/PDB 4393)
Bus	At least one of the listed DRLP must have an active license (resident or non-resident) in New Mexico.
Bus	The DRLP(s) on the application must cumulatively cover all active LOA's listed on the business entity application.
Both	<p>Applicants renewing Variable Life and Variable Annuity or Fraternal Variable Life and Variable Annuity will need to actively hold or renew Life line of authority (all license types)</p> <p>* Must be within the requested license class.</p> <ul style="list-style-type: none"> • Insurance Producer Variable Life and Variable Annuity requires Insurance Producer Life PDB code 3/6952 - 3/16) • Insurance Consultant Variable Life and Variable Annuity requires Insurance Consultant Life (PDB code 3498/6952 – 3498/16) • Insurance Producer Fraternal Variable Life and Variable Annuity requires Insurance Producer Fraternal Life (PDB code 3/11983 – 3/216) • Viatical Broker Variable Life and Variable Annuity requires Viatical Broker Life (PDB code 77/6952 – 77/16)
Bus	<p>At least one affiliation must be on record from New Mexico for the business entities listed below:</p> <ul style="list-style-type: none"> • Insurance Producer (PDB/PIN 3) • Bail Bond Property(PDB/PIN 1015) • Independent Adjuster(PDB/PIN 20) • Insurance Consultant(PDB/PIN 3498) • Solicitor(PDB/PIN 18) • Limited Surety(PDB/PIN 257) • Motor Club(PDB/PIN 190) • Surplus line Broker(PDB/PIN 535) • Viatical Broker(PDB/PIN 77) • Public Adjuster (PIN/PDB 42)
Both	Applicant must renew all active lines held at renewal (of those offered electronically through NIPR). No partial renewals are allowed.

Non-Resident Adjuster Licensing (NRAL)

Non-Resident Adjuster Licensing (NRAL) offerings:

Pre-conversion and post-conversion Non-Resident Adjuster License offerings are outlined below. Current offerings are on the left

Pre-Conversion Offerings	Post- Conversion Offerings
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Entity Type	Class	LOA	PDB Code	PIN Code	Entity Type	Class	LOA	PDB	PIN
Indiv	Staff Adjuster	None	2225/101	2225/101	Indiv	Staff Adjuster	None	2225/101	2225/101

The following license classes and LOAs are new and will now be offered electronically through the Non-Resident Adjuster Licensing application.

Entity Type	License Class	LOA	PDB Codes	PIN codes
Indiv	Independent Adjuster	None	20/101	20/101
Indiv	Temporary Adjuster	None	9716/101	9716/101
Indiv	Public Adjuster	None	42/101	42/101

Non-Resident Adjuster Licensing (NRAL) Fees:

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Indiv	Independent Adjuster	License Fee	\$30	
	Staff Adjuster			
	Temporary Adjuster			
	Public Adjuster			
Both	All Classes	Reinstatement	\$0	No additional reinstatement fee – only initial license fee

Non-Resident Adjuster Licensing (NRAL) and Designated Home State Business Rules:

Entity Type	Rule Description
Indiv	Attestation must be accepted.
Indiv	Applicant's license number must match current PDB record for non-resident state designated as the home state or resident state.
Indiv	Applicant's Tax ID must match current PDB record for non-resident state designated as the home state or resident state
Indiv	Applicant's name must match current PDB record for non-resident state designated as the home state or resident state
Indiv	All of applicant's addresses must match current PDB record for non-resident state designated as the home state or resident state
Indiv	Applicant must not have an active resident license in the application state. *Does not apply to DHS transactions
Indiv	Applicant's resident state license must be active on PDB. *Does not apply to DHS transactions
Indiv	Applicant must not already have an active equivalent license for the requested LOA(s) in the requested non-resident state
Indiv	Applicant's birth date must match current PDB record for resident state (if PDB birth date is blank this is accepted)
Indiv	All country codes must be valid.
Indiv	Applicant's National Producer Number (NPN) must match current PDB record if applicable.

Entity Type	Rule Description
Indiv	PO box addresses will not be accepted for residence address.
Indiv	Non-US citizens will defer to provide proof of Visa, Work Permit or Green Card to state of New Mexico. Please see state specific requirements for more information.
Indiv	Applicants may reinstate through Non-Resident Adjuster Licensing one year after license expiration date.
Indiv	Applicant must use Non-Resident Adjuster Renewals to renew if <ul style="list-style-type: none"> • Applying within one year after expiration date. AND • No status reason or expired status reason (code 109) OR • Caution Block (PDB code 2609) OR • Active past expiration date
Indiv	Applicants with the following status reason cannot apply, amend, renew or late renew electronically. <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)
Indiv	All Independent Adjuster (PDB Code 20) and Public Adjuster (PDB Code 42) applicants shall file with OSI a surety bond in favor of the superintendent in the aggregate amount of not less than ten thousand dollars (\$10,000). The bond shall be one executed by an authorized surety insurer

Non-Resident Adjuster Licensing Designated Home State (NRAL ADHS) Specific Business Rules:

Entity Type	Rule Description
Indiv	The Adjuster Designated Home State selected MUST have an active non-resident adjuster license on the PDB.
Indiv	In order for an applicant to designate a home state, the applicant MUST NOT have an active resident adjuster license on PDB (in any state).
Indiv	Applicants that have an active resident producer (non-adjuster) license and no active resident adjuster license may not apply for an adjuster (non-public adjuster) license using the resident producer (non-adjuster) license.
Indiv	If applicant holds an active resident producer (non-adjuster) license in a state that licenses resident adjusters and is designating an active non-resident adjuster license as their home state license, do not allow designation of home state.
Indiv	If applicant holds an active resident producer (non-adjuster) license in a state that <u>DOES NOT</u> license resident adjusters - and is designating an active non-resident adjuster license, allow designation of home state. Application will defer for state review
Indiv	If designated home state license is INACTIVE at the time of application, allow applicant to select another non-resident state with an active adjuster license as the designated home state. Application will defer for state review
Indiv	If applicant chooses to change the - home state license currently on record, application will defer for state review
Indiv	Applicant may Not select New Mexico as Adjuster Designated Home State while applying for their Non Resident New Mexico license. These applicants must use the No Home State

Entity Type	Rule Description
	Application.
Indiv	Public Adjusters cannot designate a home state.

Non-Resident Adjuster Licensing (NRAL) and DHS Non-Uniform Questions (NUQs):

Question Description	Key Value	Value	Applicable For
<p>Applicant must list the name and NAIC Code of the sponsoring company.</p> <p>1a Sponsoring Company Name 1b NAIC Cocode</p>	1a 1b	<p><u>Key Val 1a</u> = Alpha/Numeric characters <u>Format</u>: Limit = 100</p> <p><u>Key Val 1b</u> = Numeric characters <u>Format</u>: Limit = 5</p>	<p><u>Entity</u>: Indiv</p> <p><u>Class</u>: Staff Adjuster (2225)</p>
<p>State Specific Question for all Adjuster Designated Home State Applications:</p> <p>Did you qualify for this license type by passing an adjuster examination?: Yes _____ or No _____</p>	A1	<p>Key Value A1 Format= Alpha Value = Y or N</p>	All adjuster designated home state transactions.
<p>If yes, which state: _____.</p> <p>Note: Not required if Key Value A1 is "NO"</p>	A1A	<p>Key Value A1A Format= Alpha/Numeric Value= 2 characters (state code)</p>	All adjuster designated home state transactions.
<p>State Specific Question for all Adjuster Designated Home State Applications:</p> <p>What lines of authority did the adjuster exam cover (crop, workers' compensation, property/casualty, etc.)? _____.</p> <p>Note: Not required if Key Value A1 is "NO"</p>	A1B	<p>Key Value A1B Format= Alpha/Numeric Value= 90 characters</p>	All adjuster designated home state transactions

Question Description	Key Value	Value	Applicable For
<p>State Specific Question for all Adjuster Designated Home State Applications:</p> <p>Non-Resident Adjusters are required to complete Continuing Education in a state where they hold an active license and have a Continuing Education requirement; Otherwise, they must complete New Mexico Continuing Education requirements. What state will you designate to complete Continuing Education? _____</p>	A2	Key Value A2 Format= Alpha Value = 2 characters	All adjuster designated home state transactions.
<p>When adjusting workers compensation claims a principal place of business within the state of New Mexico is required: Will you be adjusting Workers Compensation Claims in the state of New Mexico?</p>	27	Key Value 27 <u>Format= Alpha Value</u> <u>= Y or N</u>	<u>Entity:</u> Individual <u>Class:</u> Independent Adjuster (PDB 20)

Question Description	Key Value	Value	Applicable For
<p>If applicant answers Y to Key Value 2-7, then Key values 2a-7a through 2e-7e are required. *Exception 7b (optional)</p> <p>If answered Yes, please complete the following information:</p> <p>2a-7a Address line 1 2b-7b Address Line 2 2c-7c City 2d-7d State 2e-7e Zip code</p>	2a-7a 2b-7b 2c-7c 2d-7d 2e-7e	<p>Key Val 2a-7a = <u>Address line 1</u> <u>Format:</u> <u>Alphanumeric</u> <u>Limit = 100</u></p> <p>Key Val 2b-7b = <u>Address line 2</u> <u>Format:</u> <u>Alphanumeric</u> <u>Limit = 100</u></p> <p>Key Val 2c-7c = <u>City</u> <u>Format: Alpha</u> <u>Limit = 50</u></p> <p>Key Val 2d-7d = <u>State</u> <u>Format Alpha</u> <u>Length = 2</u></p> <p>Key Val 2e-7e = <u>Zip Code</u> <u>Format Numeric</u> <u>length = 5</u></p>	<u>Entity:</u> <u>Individual</u> <u>Class:</u> <u>Independent Adjuster</u> <u>(PDB 20)</u>
<p>Temporary Adjuster applicants must list name and active license number of sponsoring Independent or Staff Adjuster Sponsor:</p> <p>4a First Name: 4b Last name: 4c License number:</p>	4a 4b 4c	<p>Key Value 4a = <u>First Name</u> <u>Format Alpha Limit 25</u></p> <p>Key Value 4b = <u>Last Name</u> <u>Format Alpha Limit 25</u></p> <p>Key Value 4c = <u>License number</u> <u>Format Numeric limit = 10</u></p>	<u>Entity: Individual</u> <u>Class: Temporary Adjuster</u>

Non-Resident Adjuster Licensing and DHS Non-Uniform Question Validations

Key Value	Rule Description
1a	First five characters of Company name must match first five characters of Company name on PDB.
1b	Company cocode must be on PDB.

A1	Reject if applicant selects No
A1A	If key value A1 is answered yes, then applicant's selection of designated home state must match the state code selected for key value A1A.
A2	Applicant's selection of designated home state must match the state code selected for key value A2 or must be New Mexico
4c	NM license number must be active and on PDB

Non-Resident Adjuster Licensing Renewal (NRAR) – New application for New Mexico

Non-Resident Adjuster Licensing Renewal (NRAR) offerings:

Entity Type	License Class	LOA	PDB Codes	PIN codes
Indiv	Independent Adjuster	None	20/101	20/101
Indiv	Staff Adjuster	None	2225/101	2225/101
Indiv	Public Adjuster	None	42/101	42/101

Non-Resident Adjuster Licensing Renewal (NRAR) Fees:

Entity Type	License Type/LOA	Fee Type	Fee
Indiv	Independent Adjuster	Renewal Fee	\$60
	Staff Adjuster		
	Public Adjuster		
Indiv	Independent Adjuster	Late Renewal Grace Period Fee	Total = \$90
	Staff Adjuster		
	Public Adjuster		
Indiv	Independent Adjuster	Late Renewal Fee	Total = \$120
	Staff Adjuster		
	Public Adjuster		

Non-Resident Adjuster Licensing Renewal (NRAR) and DHS Business Rules:

Entity Type	Rule Description
Indiv	Attestation must be accepted.
Indiv	Applicant's license number must match current PDB record for non-resident state designated as the home state or resident state.
Indiv	Applicant's Tax ID must match current PDB record for non-resident state designated as the home state or resident state.
Indiv	Applicant's name must match current PDB record for non-resident state designated as the home state or resident state.
Indiv	Applicant's addresses must match current PDB record for non-resident state designated as the home state or resident state.
Indiv	Applicant must not have an active resident license in the application state. *Does not apply to DHS transactions
Indiv	Applicant must have an equivalent license for the requested license class in the requested Non-resident state.
Indiv	Applicant's resident state license must be active on PDB. *Does not apply to DHS transactions
Indiv	Applicant's birth date must match current PDB record for non-resident state designated as

	the home state or resident state (if PDB birth date is blank this is accepted)
Indiv	Applicants National Producer Number (NPN) must match PDB record when applicable.
Indiv	All country codes must be valid.
Indiv	Applicant must complete all required fields on the Uniform Application.
Indiv	Applicant's Nonresident License number must match current PDB record for license class submitted.
Indiv	PO box addresses will not be accepted for residence address.
Indiv	License is eligible for renewal 90 days prior to expiration date.
Indiv	New Mexico allows late renewals via Non-Resident Adjuster Renewals up to one year after expiration date. After one year, applicant must reinstate through Non-Resident Adjuster Licensing.
Indiv	Applicants with the following status reason cannot apply, amend, renew or late renew electronically. <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)

Non-Resident Adjuster Renewal Designated Home State (NRAR ADHS) Specific Business Rules:

Entity Type	Rule Description
Indiv	The Adjuster Designated Home State selected MUST have an active non-resident adjuster license on the PDB.
Indiv	In order for an applicant to designate a home state during the renewal application: The applicant MUST NOT have an active resident adjuster license on PDB (in any state).
Indiv	Applicants that have an active resident producer (non-adjuster) license and no active resident adjuster may not renew an adjuster (non-public adjuster) license using the resident producer (non-adjuster) license.
Indiv	If applicant holds an active Resident Producer (non-adjuster) license in a state that licenses resident adjusters and is designating an active non-resident adjuster license as their home state license, application will be declined
Indiv	If applicant holds an active Producer (non-adjuster) resident license in a state that DOES NOT license resident adjusters - and is designating an active non-resident adjuster license, application will be deferred.
Indiv	If designated home state license is INACTIVE at the time of renewal, allow applicant to select another non-resident state with an active adjuster license as the designated home state. Application will defer for state review.
Indiv	If applicant chooses to change the designated home state license currently on record, application will defer for state review.
Indiv	Applicant may NOT select New Mexico as Adjuster Designated Home State while renewing their Non Resident New Mexico license.
Indiv	Public Adjusters cannot designate a home state.

No Home State Licensing (NHS) – New application for New Mexico

No Home State Licensing (NHS) offerings:

Entity Type	License Class	LOA	PDB Codes	PIN codes
Both	Independent Adjuster	None	20/101	20/101

Indiv	Staff Adjuster	None	2225/101	2225/101
Both	Insurance Consultant	Casualty	3498/11	3498/11
Both	Insurance Consultant	Property	3498/12	3498/127
Both	Insurance Consultant	Accident and Health or Sickness	3498/11938	3498/11938
Both	Insurance Consultant	Life	3498/16	3498/16
Both	Insurance Consultant	Variable Life and Variable Annuity	3498/6952	3498/6952
Bus	Third Party Admin	Casualty	4393/11	4393/11
Bus	Third Party Admin	Property	4393/12	4393/127
Bus	Third Party Admin	Accident and Health or Sickness	4393/11938	4393/11938
Bus	Third Party Admin	Life	4393/16	4393/16
Both	Viatical Broker	Life	77/16	77/16
Both	Viatical Broker	Variable Life and Variable Annuity	77/6952	77/6952
Both	Insurance Producer	Title	3/18	3/18
Both	Motor Club	None	190/101	190/101
Both	Public Adjuster	None	42/101	42/101

No Home State Licensing (NHS) Fees:

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Both	Independent Adjuster	License Fee	\$30	
Indiv	Staff Adjuster	License Fee	\$30	
Both	Insurance Consultant	License Fee	\$50	
Bus	Third Party Admin	License Fee	\$100	
Both	Viatical Broker	License Fee	\$100	
Both	Insurance Producer/Title	License Fee	\$30	
Both	Motor Club	License Fee	\$30	
Both	Public Adjuster	License Fee	\$30	
Both	All Classes	Amendment Fee	\$30	
Both	All Classes	Reinstatement	\$0	No additional reinstatement fee – only initial license fee

No Home State License Exam Information:

Exams are valid for five years and will be checked for the following license classes and LOAs.

PSI information:

PSI 1-800-733-9267

or

<http://www.psiexams.com/>

Entity Type	License class	Line of Authority	Exam Required
Indiv	Insurance Producer	Title	Y
Indiv	Independent Adjuster	None	Y

Indiv	Insurance Consultant	Casualty	Y
Indiv	Insurance Consultant	Accident and Health or Sickness	Y
Indiv	Insurance Consultant	Life	Y
Indiv	Insurance Consultant	Property	Y
Indiv	Staff Adjuster	None	Y
Indiv	Viatical Broker	Life	Y
Indiv	Public Adjuster	None	Y

No Home State Licensing (NHS) Business Rules:

Entity Type	Rule Description
Both	Applicant must complete all required fields on the Uniform Application.
Both	Attestation must be accepted.
Both	All country codes supplied in transaction must be valid.
Indiv	Employment history must show at least five (5) years and be listed in order from current employer back five (5) years with no gaps.
Both	Applicant's National Producer Number (NPN) must match current PDB record (if applicable).
Both	Applicant's name must match current PDB record (if applicable).
Indiv	Applicant must provide either the Residence or Business address that is not in the application state.
Bus	Applicant must provide Business address that is not in the application state.
Indiv	Applicant's birth date must match current PDB record (if applicable).
Both	Applicant must not already have an equivalent license for the requested LOA(s) in New Mexico.
Both	Applicant must not have an active resident state license on PDB in any state.
Indiv	In order for an applicant to apply or reinstate through the No Home State initial application for Independent Adjuster (PIN/PDB Code 20) or Staff Adjuster (PIN/PDB 2225) the applicant MUST NOT have an active <u>resident adjuster (non public adjuster)</u> license on PDB (in any state).
Indiv	Applicants applying or reinstating through the No Home State initial application for Independent Adjuster (PIN/PDB Code 20) or Staff Adjuster (PIN/PDB 2225) who have an active <u>non-resident adjuster (non public adjuster)</u> license on PDB (in any other state) will defer for state review.
Indiv	In order for an applicant to apply through the No Home State application for Staff Adjuster (PIN/PDB 2225) or for Independent Adjuster (PIN/PDB Code 20) the business and residence address must not be in a state that licenses adjusters. If one address is not in a state that offers adjuster licensing, application will be allowed.
Indiv	PO box addresses will not be accepted for residence address.
Bus	PO box addresses will not be accepted for business address.
Indiv	Non-US citizens will defer to provide proof of Visa, Work Permit or Green Card to New Mexico Office of Superintendent of Insurance.
Indiv	Applicant must be 18 years old or older as determined from the applicant's Date of Birth on the application.

Entity Type	Rule Description
Indiv	Applicants applying for the following license types must have a passed exam on record for the LOA's listed in section 5 <ul style="list-style-type: none"> • Independent Adjuster (PIN/PDB 20) • Insurance Consultant (PIN/PDB 3498) • Viatical Broker (PIN/PDB 77) • Staff Adjuster(PIN/PDB 2225) • Insurance Producer (PIN/PDB 3) • Public Adjuster (PIN/PDB 42)
Indiv	Applicant is exempt from license exam if activating a New Mexico license within 5 years of license expiration date. Application will defer for state review.
Bus	Applicant's country of domicile must be United States.
Bus	Business Entity applicants must enter at least one 'Individual' entity type on the Owners, Officers, Partners and Directors (OPOD) page of the application.
Bus	Business must be one of the following legal business types (drop down selection): <ul style="list-style-type: none"> • Partnership • Limited Liability Company (LLC) • Limited Liability partnerships (LLP) • Corporation
Bus	All business entities must have at least one Designated Responsible Licensed Producer (DRLP). Exception - No DRLP required for the following business entity only license type: <ul style="list-style-type: none"> • Third Party Admin (PIN/PDB 4393)
Bus	At least one of the listed DRLP must have an active license (resident or non-resident) in New Mexico.
Bus	The DRLP(s) on the application must cumulatively cover all active LOA's listed on the business entity application.
Both	Applicants may reinstate through No Home State Initials one year after license expiration date. Application will defer for state review.
Both	Applicant must use No home state renewals to late renew if <ul style="list-style-type: none"> • Applying within one year after expiration date. AND • No status reason or expired status reason (code 109) OR • Caution Block (PDB code 2609) OR • Active past expiration date
Both	Applicants with the following status reason cannot apply, amend, renew or late renew electronically. <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)

Entity Type	Rule Description
Both	Applicants applying for Variable Life and Variable Annuity will need to apply for or actively hold Life line of authority (all license types) * Must be within the requested license class. <ul style="list-style-type: none"> Insurance Consultant Variable Life and Variable Annuity requires Insurance Consultant Life (PDB code 3498/6952 – 3498/16) Viatical Broker Variable Life and Variable Annuity requires Viatical Broker Life (PDB code 77/6952 – 77/16)
Indiv	Applicants applying for Variable Life and Variable Annuity (PDB Code 6952) must supply CRD number.
Both	Applicants applying for Variable Life and Variable Annuity (PDB Code 6952) or Fraternal Variable Life and Variable Annuity (PDB Code 11983) will be reviewed by the state.
Bus	The following business entities will defer for Affiliate appointment fee: <ul style="list-style-type: none"> Insurance Producer (PDB/PIN 3) Independent Adjuster(PDB/PIN 20) Insurance Consultant(PDB/PIN 3498) Motor Club(PDB/PIN 190) Viatical Broker(PDB/PIN 77) Public Adjuster (PIN/PDB 42) Applicant must submit affiliate appointment fee. Fee is \$20.00 per individual. They will be allowed 60 days to appoint the affiliate.
Indiv	All applicants applying for a license and anyone wishing to activate a cancelled license MUST be fingerprinted as part of the application process (Excludes amendments). Application will defer.
Indiv	Independent Adjuster and Public Adjuster applicants shall file with OSI a surety bond in favor of the superintendent in the aggregate amount of not less than ten thousand dollars (\$10,000). The bond shall be one executed by an authorized surety insurer. Application will defer.

No Home State Licensing (NHS) Non-Uniform Questions (NUQs):

Question Description	Key Value	Value	Applicable For
Applicant must list the name and NAIC Code of the sponsoring company.	1a 1b	<u>Key Val 1a</u> = Alpha/Numeric characters <u>Format</u> : Limit = 100	<u>Entity</u> : Indiv <u>Class</u> : Motor Club (190) Staff Adjuster (PDB 2225)
1a Sponsoring Company Name 1b NAIC Cocode		<u>Key Val 1b</u> = Numeric characters <u>Format</u> : Limit = 5	

Question Description	Key Value	Value	Applicable For
When adjusting workers compensation claims a principal place of business within the state of New Mexico is required: Will you be adjusting Workers Compensation Claims in the state of New Mexico?	2 7	Key Value 2 7 Format= Alpha Value = Y or N	Entity: Individual Class: Independent Adjuster (PDB 20)
If applicant answers Y to Key Value 2 7, then Key values 2a-7a through 2e-7e are required. *Exception 7b (optional) If answered Yes, please complete the following information: 2a-7a Address line 1 2b-7b Address Line 2 2c-7c City 2d-7d State 2e-7e Zip code	2a-7a 2b-7b 2c-7c 2d-7d 2e-7e	Key Val 2a-7a = Address line 1 Format: Alphanumeric Limit = 100 Key Val 2b-7b= Address line 2 Format: Alphanumeric Limit = 100 Key Val 2c-7c= City Format: Alpha Limit = 50 Key Val 2d-7d = State Format Alpha Length = 2 Key Val 2e-7e = Zip Code Format Numeric length = 5	Entity: Individual Class: Independent Adjuster (PDB 20)
Applicant must own, operate or control an abstract plant consisting of a set of records which have been filed or recorded in the county for which such plant is maintained for a period of not less than twenty (20) years. Do you meet this requirement?	3	Key Value 3 Format= Alpha Value = Y or N	Entity: Both Class/ Line of Authority: Insurance Producer Title (3/18)

Question Description	Key Value	Value	Applicable For
<p>If applicant answers Y to Key Value 3, then Key values 3a through 3e are required. 3f and 3g are optional</p> <p>If answered Yes, please complete the following information:</p> <p>What counties are you doing business in? (must be licensed in each county)</p> <p>3a County/counties</p> <p>3b Date of plant inspection</p> <p>3c Plant name</p> <p>3d Last name of inspector</p> <p>3e First name of inspector</p> <p>3f Last name of inspector</p> <p>3g First name of inspector</p>	3a	<u>Key Value 3a</u>	<p><u>Entity: Both</u></p> <p><u>Class/ Line of Authority: Insurance Producer</u></p> <p><u>Title (3/18)</u></p>
	3b	<u>Comma delimited list of</u>	
	3c	<u>counties-County Codes</u>	
	3d		
	3e	<u>Key value 3b</u>	
	3f	<u>Format date</u>	
	3g	<u>mm/dd/yyyy</u>	
		<u>YYYYMMDD</u>	
		<u>Key Value 3c Format alphanumeric limit 50</u>	
		<u>Key value 3d Format alpha limit 50</u>	
	<u>Key Value 3e alpha limit 50</u>		
	<u>Key Value 3f alpha limit 50</u>		
	<u>Key Value 3g alpha limit 50</u>		

No Home State Licensing Non-Uniform Question Validations

Key Value	Rule Description
1a	First five characters of Company name must match first five characters of Company name on PDB.
1b	Company cocode must be on PDB.
3	Reject if applicant selects No

New Mexico County Codes:

County	County Code
Bernalillo	1
Catron	2
Chaves	3
Cibola	4
Colfax	5
Curry	6
DeBaca	7

County	County Code
Dona Ana	8
Eddy	9
Grant	10
Guadalupe	11
Harding	12
Hidalgo	13
Lea	14
Lincoln	15
Los Alamos	16
Luna	17
Mckinley	18
Mora	19
Otero	20
Quay	21
Rio Arriba	22
Roosevelt	23
Sandoval	24
San Juan	25
San Miguel	26
Santa Fe	27
Sierra	28
Socorro	29
Taos	30
Torrance	31
Union	32
Valencia	33

No Home State Licensing Renewal (NHSR) – New application for New Mexico

No Home State Licensing Renewal (NHSR) offerings:

Entity Type	License Class	LOA	PDB Codes	PIN codes
Both	Independent Adjuster	None	20/101	20/101
Indiv	Staff Adjuster	None	2225/101	2225/101
Both	Insurance Consultant	Casualty	3498/11	3498/11
Both	Insurance Consultant	Property	3498/12	3498/127
Both	Insurance Consultant	Accident and Health or Sickness	3498/11938	3498/11938
Both	Insurance Consultant	Life	3498/16	3498/16
Both	Insurance Consultant	Variable Life and Variable Annuity	3498/6952	3498/6952
Bus	Third Party Admin	Casualty	4393/11	4393/11
Bus	Third Party Admin	Property	4393/12	4393/127
Bus	Third Party Admin	Accident and Health or Sickness	4393/11938	4393/11938

Entity Type	License Class	LOA	PDB Codes	PIN codes
Bus	Third Party Admin	Life	4393/16	4393/16
Both	Viatical Broker	Life	77/16	77/16
Both	Viatical Broker	Variable Life and Variable Annuity	77/6952	77/6952
Both	Insurance Producer	Title	3/18	3/18
Both	Motor Club	None	190/101	190/101
Both	Public Adjuster	None	42/101	42/101

No Home State Licensing Renewal (NHSR) Fees:

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
Indiv	Independent Adjuster	Renewal Fee	\$60	
	Staff Adjuster			
	Insurance Producer			
	Motor Club			
	Public Adjuster			
Indiv	Independent Adjuster	Late Renewal Grace Period Fee	Total = \$90	Day 1-30 after expiration
	Staff Adjuster			
	Insurance Producer			
	Motor Club			
	Public Adjuster			
Indiv	Independent Adjuster	Late Renewal Fee	Total = \$120	Day 31- 1 year after expiration
	Staff Adjuster			
	Insurance Producer			
	Motor Club			
	Public Adjuster			
Bus	Independent Adjuster	Renewal Fee	\$30 PLUS \$20 per affiliate	
	Insurance Producer			
	Motor Club			
	Public Adjuster			
Bus	Independent Adjuster	Late Renewal Grace Period Fee	Total = \$45 PLUS \$30 per affiliate	Day 1-30 after expiration
	Insurance Producer			
	Motor Club			
	Public Adjuster			
Bus	Independent Adjuster	Late Renewal Fee	Total = \$60 PLUS \$40 per	Day 31- 1 year after expiration
	Insurance Producer			
	Motor Club			

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
	Public Adjuster		affiliate	
Indiv	Insurance Consultant	Renewal Fee	\$100	
Indiv	Insurance Consultant	Late Renewal Grace Period Fee	Total = \$150	Day 1-30 after expiration
Indiv	Insurance Consultant	Late Renewal Fee	Total = \$200	Day 31- 1 year after expiration
Bus	Insurance Consultant	Renewal Fee	\$50 PLUS \$20 per affiliate	
Bus	Insurance Consultant	Late Renewal Grace Period Fee	Total = \$75 PLUS \$30 per affiliate	Day 1-30 after expiration
Bus	Insurance Consultant	Late Renewal Fee	Total = \$100 PLUS \$40 per affiliate	Day 31- 1 year after expiration
Bus	Third Party Admin	Annual Statement Fee	\$50	Per Application
Bus	Third Party Admin	Renewal Fee	\$200	
Bus	Third Party Admin	Late Renewal Grace Period Fee	Total = \$300	Day 1-30 after expiration
Bus	Third Party Admin	Late Renewal Fee	Total = \$400	Day 31- 1 year after expiration
Indiv	Viatical Broker	Renewal Fee	\$200	
Indiv	Viatical Broker	Late Renewal Grace Period Fee	Total = \$300	Day 1-30 after expiration
Indiv	Viatical Broker	Late Renewal Fee	Total = \$400	Day 31- 1 year after expiration
Bus	Viatical Broker	Renewal Fee	\$100 PLUS \$20 per affiliate	
Bus	Viatical Broker	Late Renewal Grace Period Fee	Total = \$150 PLUS \$30 per affiliate	Day 1-30 after expiration

Entity Type	License Type/LOA	Fee Type	Fee	Fee Rules/ Special Notes
bus	Viatical Broker	Late Renewal Fee	Total = \$200 PLUS \$40 per affiliate	Day 31- 1 year after expiration

No Home State Licensing Renewal (NHSR) Business Rules:

Entity Type	Rule Description
Both	Applicant must complete all required fields on the uniform application.
Both	Attestation must be accepted.
Both	All country codes supplied in transaction must be valid.
Both	Applicant's tax number must match current PDB record for any state (if applicable).
Both	Applicant's National Producer number (NPN) must match current PDB record (if applicable).
Both	Applicant's name must match current active PDB record in application state.
Indiv	In order for an applicant to renew through the No Home State renewal application for Independent Adjuster (PIN/PDB Code 20) or Staff Adjuster (PIN/PDB 2225) the <i>business and residence</i> address must not be in a state that licenses adjusters. If one address is not in a state that offers adjuster licensing - allow.
Indiv	Applicant must provide either the Residence or Business address that is not in the application state.
Bus	Applicant must provide Business address that is not in the application state.
Indiv	Applicant's birth date must match current active PDB record in application state (if applicable - If birth date is blank on PDB this is accepted).
Both	Applicant's New Mexico license must be on record.
Both	Applicant's New Mexico License Number must match current PDB record for license class submitted.
Both	Applicant must not have an active resident state license on PDB in any state.
Indiv	In order for an applicant to renew through the No Home State renewal application for Independent Adjuster (PIN/PDB Code 20) or Staff Adjuster (PIN/PDB 2225) the applicant MUST NOT have an active <u>resident adjuster (non public adjuster)</u> license on PDB (in any state).
Both	Applicant must have an equivalent license for the requested LOA(s) in New Mexico.
Indiv	In order for an applicant to renew through the No Home State application for Independent Adjuster (PIN/PDB Code 20) or Staff Adjuster (PIN/PDB 2225) the address business and residence must not be in a state that licenses adjusters. If one address is not in a state that offers adjuster licensing, application will be allowed.
Indiv	In order for an adjuster (non public adjuster) applicant to renew through the No Home State renewal application the Designated Home State on PDB must be New Mexico.
Indiv	PO box addresses will not be accepted for residence address.
Bus	PO box addresses will not be accepted for business address.
Indiv	Insurance Producer (3) Title (18) applicants must be CE compliant
Both	License is eligible for renewal 90 days prior to expiration date.
Both	NM allows late renewals via No Home State Renewals up to one year after expiration date. After one year, applicant must reinstate through No Home State Licensing.

Entity Type	Rule Description
Both	Applicants with the following status reason cannot apply, amend, renew or late renew electronically. <ul style="list-style-type: none"> • Revoked (PDB Code 12) • Child Support (PDB Code 4589) • Administrative Action (PDB Code 44)
Bus	All business entities must have at least one Designated Responsible Licensed Producer (DRLP). Exception - No DRLP required for the following business entity only license type: <ul style="list-style-type: none"> • Third Party Admin (PIN/PDB 4393)
Bus	At least one of the listed DRLP must have an active license (resident or non-resident) in New Mexico.
Bus	The DRLP(s) on the application must cumulatively cover all active LOA's listed on the business entity application.
Both	Applicants renewing Variable Life and Variable Annuity will need to actively hold Life line of authority (all license types) * Must be within the requested license class. <ul style="list-style-type: none"> • Insurance Consultant Variable Life and Variable Annuity requires Insurance Consultant Life (PDB code 3498/6952 – 3498/16) • Viatical Broker Variable Life and Variable Annuity requires Viatical Broker Life (PDB code 77/6952 – 77/16)
Bus	At least one affiliation must be on record from New Mexico for the business entities listed below: <ul style="list-style-type: none"> • Insurance Producer (PDB/PIN 3) • Independent Adjuster(PDB/PIN 20) • Insurance Consultant(PDB/PIN 3498) • Motor Club(PDB/PIN 190) • Viatical Broker(PDB/PIN 77) • Public Adjuster (PIN/PDB 42)
Both	Applicant must renew all active lines held at renewal (of those offered electronically through NIPR). No partial renewals are allowed.

Appointments and Terminations

Appointments and terminations are at the LOA level

Appointments and Terminations valid license classes and Lines of Authority:

Appointee License Class	LOA	PDB Codes	PIN codes
Insurance Producer	Casualty	3/11	3/11
Insurance Producer	Property	3/12	3/127
Insurance Producer	Accident and Health or Sickness	3/11938	3/11938
Insurance Producer	Life	3/16	3/16
Insurance Producer	Variable Life and Variable Annuity	3/6952	3/6952
Insurance Producer	Personal Lines	3/928	3/928

Appointee License Class	LOA	PDB Codes	PIN codes
Insurance Producer	Fraternal Life	3/216	3/216
Insurance Producer	Fraternal Accident and Health or Sickness	3/11982	3/11982
Insurance Producer	Fraternal Variable Life and Variable Annuity	3/11983	3/11983
Insurance Producer	Credit	3/51	3/51
Insurance Producer	Travel	3/64	3/64
Insurance Producer	Title	3/18	3/18
Limited Surety	Surety Bail Bonds	257/721	257/721

Appointments and Terminations Fees:

Type	Fee
Appointment	\$20 LOA fee
Termination	\$0

Appointments and Terminations Business rules:

Entity Type	Rule Description
Indiv	Appointee's license number is required. Appointee's License ID (APPLICANT.LICENSE_KEY.LICENSE_ID)
Indiv	Effective date will be the date processed in the State's database.
Indiv	Appointee's first 5 characters of last name must match record in PDB.
Indiv	Appointee's license class is required. Appointee's License Class (APPLICANT.LICENSE_KEY.LICENSE_CLASS)
Indiv	Appointee's Tax ID is not required.
Indiv	Appointee's Tax ID must match PDB (if supplied).
Indiv	Appointee's National Producer Number (NPN) is required.
Indiv	Appointee's NPN must match current PDB record (if applicable).
Comp	Appointer's CoCode is required.
Comp	Appointer's company name is required.
Comp	First 5 characters of appointer's firm name must match record in PDB.
Comp	Appointer's Tax ID is required.
Comp	Appointer's Tax ID must match current PDB record.

Appointment only Business Rules:

Entity Type	Rule Description
Indiv	Appointee must have an active New Mexico license for the requested license class.
Comp	Appointer must have an active New Mexico license on PDB.
Indiv	Appointee must not already have an active appointment for the requested Line(s) of authority with the appointer on PDB.
Indiv	Effective date must not precede effective date of appointee license.
Comp	Effective date must not precede effective date of appointer license.
Indiv	Both the appointee and appointer must hold the line(s) of authority being requested in the transaction. See appointment matrix below

Termination only Business Rules:

Entity Type	Rule Description																								
Indiv	Appointee must have an active appointment for the requested Line(s) of authority with the appointer.																								
Indiv	Termination effective date must not precede the effective date of the appointment.																								
Indiv	Termination reason is required.																								
Indiv	Termination reason code must be one of the following: <table border="1" data-bbox="354 415 1430 959"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Voluntary Termination</td> </tr> <tr> <td>2</td> <td>Inadequate Production</td> </tr> <tr> <td>3</td> <td>Cancelled by General Agent</td> </tr> <tr> <td>4</td> <td>Death</td> </tr> <tr> <td>5</td> <td>Company Defunct or Liquidation</td> </tr> <tr> <td>6</td> <td>Company Indebtedness</td> </tr> <tr> <td>7</td> <td>Poor Policyholder Service</td> </tr> <tr> <td>8</td> <td>Agent Moved</td> </tr> <tr> <td>11</td> <td>Appointed in Error</td> </tr> <tr> <td>20</td> <td>Request Regulatory Review</td> </tr> <tr> <td>13</td> <td>Cancelled for Cause</td> </tr> </tbody> </table>	Code	Description	1	Voluntary Termination	2	Inadequate Production	3	Cancelled by General Agent	4	Death	5	Company Defunct or Liquidation	6	Company Indebtedness	7	Poor Policyholder Service	8	Agent Moved	11	Appointed in Error	20	Request Regulatory Review	13	Cancelled for Cause
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Appointments and Terminations Matrix:

Appointment Requested	Appointer Class/LOA Required	PDB	PIN	Appointee Class/LOA Required	PDB	PIN
Casualty	Insurance Company/Casualty	298/11	298/11	Insurance Producer/Casualty	3/11	3/11
Property	Insurance Company/Property	298/12	298/127	Insurance Producer/Property	3/12	3/127
Accident and Health or Sickness	Insurance Company/Accident and health	298/823	298/823	Insurance Producer/Accident and Health or sickness	3/11938	3/11938
Life	Insurance Company/Life and Annuities	298/327	298/327	Insurance Producer/Life	3/16	3/16
Variable Life and Variable Annuity	Insurance Company/Variable life and Variable annuity	298/6952	298/6952	Insurance Producer/Variable Life and Variable Annuity	3/6952	3/6952

Appointment Requested	Appointer Class/LOA Required	PDB	PIN	Appointee Class/LOA Required	PDB	PIN
Personal Lines	Insurance Company/Property PLUS Insurance Company/Casualty	298/12 PLUS 298/11	298/127 PLUS 298/11	Insurance Producer/Personal Lines	3/928	3/928
Fraternal Life	Fraternal Benefit Society/None	143/101	143/101	Insurance Producer/Fraternal Life	3/216	3/216
Fraternal Accident and Health or Sickness	Fraternal Benefit Society/None	143/101	143/101	Insurance Producer/Fraternal Accident and Health or Sickness	3/11982	3/11982
Fraternal Variable Life and Variable Annuity	Fraternal Benefit Society/None	143/101	143/101	Insurance Producer/Fraternal Variable Life and Variable Annuity	3/11983	3/11983
Credit	Insurance Company/Property OR Insurance Company/Casualty OR Insurance Company/Life OR Insurance Company/Accident and Health	298/12 OR 298/11 OR 298/16 OR 298/823	298/127 OR 298/11 OR 298/16 OR 298/823	Insurance Producer/Credit	3/51	3/51
Travel	Insurance Company/Property	298/12	298/127	Insurance Producer/Travel	3/64	3/64
Title	Insurance Company/Casualty	298/11	298/11	Insurance Producer/Title	3/18	3/18
Surety Bail Bonds	Insurance Company/Casualty	298/11	298/11	Limited Surety/Surety Bail Bonds	257/721	257/721

Please contact NIPR Customer Service at abpdirect@nipr.com with any questions or for additional information.