



The State of New Hampshire Insurance Department

21 South Fruit Street, Suite 14
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David J. Bettencourt
Commissioner

Keith E. Nyhan
Deputy Commissioner

BULLETIN **Docket #INS 25-034-AB**

TO: All Insurance Producers and Adjusters Licensing in NH
FROM: Commissioner David J. Bettencourt
DATE: April 28, 2025
RE: Updated Guidance on Satisfying Licensee Disclosure Requirements

A handwritten signature in blue ink, appearing to read "D.J. Bettencourt", is positioned to the right of the "RE:" line of the header.

To support a fair and competitive insurance marketplace where consumers can rely on licensed professionals to act with integrity, New Hampshire insurance law requires all producers and adjusters licensed in this state to disclose any administrative actions taken against them by another governmental agency, as well as any criminal prosecutions in any jurisdiction (see RSA 402-J:17, 402-D:18, and 402-B:7, <https://gc.nh.gov/rsa/html/NHTOC/NHTOC-XXXVII.htm>).

Administrative actions must be reported to the New Hampshire Insurance Department (NHID) within 30 days of final disposition. Criminal prosecutions must be reported within 30 days of the initial pretrial hearing. Licensees are also required to disclose such matters when applying for or renewing a license.

To minimize unnecessary burdens and ensure efficient compliance, the NHID allows licensees to satisfy disclosure requirements in either of the following ways:

- Upload the relevant documents to the attachment warehouse of the National Insurance Producer Registry ("NIPR") at www.nipr.com; or
- Mail the relevant documents to the New Hampshire Insurance Department, to the attention of the Licensing Division.

Penalties are in place to uphold the professionalism and accountability expected within New Hampshire's insurance market. Failure to comply with these disclosure requirements may result in administrative fines, license suspension, or revocation.

Licensees with questions may contact the Department via email at enforcement@ins.nh.gov.