



The State of New Hampshire Insurance Department

21 South Fruit Street, Suite 14
Concord, NH 03301

Producers, Adjusters, and Business Entities Address Change Request

NH prefers name changes be processed through www.NIPR.com Any address changes, phone numbers, or emails can be updated at no charge via <https://nipr.com>, select "Contact Change

Adjusters & Producers shall notify this Department within 30 days of an address change. There are two ways to update address information:

1. Producers and Adjusters with a license on the national database may change all address information electronically including emails **without a fee** via www.nipr.com. Select Contact Changes
2. **Manual Instructions:** Entities and any individual that does not wish to update online must mail in the request and fee. MAIL completed form and fee to the Department. Please complete all sections. Make checks payable to "NH Insurance Department"

Manually processed address changes require a \$10 fee per NHRSA 400-A:29.

Address changes will not be processed manually without the required fee

To Print a free updated license go to <https://nipr.com/help/print-your-license>

Licensee Name _____
SSN/FEIN **or** NH License Number **or** National Producer Number _____

For Adjusters Only

Only for adjusters that reside in states that do not issue resident adjuster licenses. Please note, to select NH as your Designated Home State, you **MUST** pass the NH Licensing Exam and complete NH approved CE for future renewals.

Designated Home State _____

Current residential physical location address (not a post office box), resident address is for Individuals only.

Residence Street _____

Residence City, State, Zip Code _____

Home Phone _____

Current Business Address

Business Street _____

Business City, State, Zip Code _____

Business Email _____

Business Phone _____

Mailing Address to Receive Correspondence

Mailing Address _____

Mailing City, State, Zip Code _____

Licensee Signature _____ **Licensee Date** _____