

STATE OF NEW MEXICO
OFFICE OF SUPERINTENDENT OF INSURANCE



SUPERINTENDENT OF INSURANCE

Alice T. Kane

NEW MEXICO ANNUAL APPOINTMENT RENEWAL 2025

DATE: **October 2, 2024**

TO: **Insurance Companies with New Mexico Agent Appointments**

RE: **New Mexico Agent Appointment Renewal Invoices for 2025**

The New Mexico Office of the Superintendent of Insurance (OSI) will process all company appointments electronically through the National Insurance Producer Registry (NIPR). The appointment renewal invoice will include all resident/nonresident appointment renewals.

All agents will appear on the renewal list *unless* the agent was terminated by 11:59 p.m. CST on December 27, 2024.

Information and Dates

- Appointment billings become available, and payments may be submitted starting on January 3, 2025.
- The appointment invoice and a list of agents associated with the invoice will be available on the
- NIPR website at www.nipr.com on the morning of January 3, 2025, through 4:00 p.m. CST, April 30, 2025.
- Appointment terminations can only be processed for appointments that are shown as active on the Producer Data Base (PDB) at the time the termination transaction is sent to NIPR.
- Appointments added on or after December 29, 2024, will be assigned a 2026 renewal date and will not be included on this year's invoice.
- The deadline to submit an agent termination is 11:59 p.m. on December 27, 2024. No reconciliation will be allowed on or after December 27, 2024.
- If the company fails to pay the renewal invoice by the April 30, 2025, deadline, all agent appointments will be terminated.

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- To activate those appointments, the company will need to reappoint and pay initial appointment fees again via www.nipr.com.
- NIPR transaction processing fees are nonrefundable.
- By using NIPR's electronic appointment renewals, the NIPR invoice will be updated as paid, and the transactions to renew will be forwarded to OSI within 24 business hours.
- NIPR will display the invoices as paid once payment is received.

NIPR Transaction Fees

The NIPR renewal processing fee is 1% of the total state fee charged, with a minimum of \$5 and a maximum of \$1,000.

- For example: For 400 appointments, the State Fee per Appointment Renewal = \$20, the Total State Appointment Renewal Fee = \$8,000, and the NIPR transaction fee = \$80.
- Transaction fees must be paid to renew and NIPR processing fees are not refundable.

Process Beginning January 3rd, 2025.

- Go to www.NIPR.com
- Follow the links to company appointment renewals and sign in using any of your company identifiers:
 - o Company CoCodes
 - o FEIN
 - o Company Name
- After entering the necessary identifying information, you can:
 - o Print/pay invoice
 - o View the detailed appointment renewal report
 - o Print report
 - o Download the report as both txt and XML

Help screens and NIPR Customer Support are available to guide you through the process.

If you have any questions regarding this new appointment renewal process, contact NIPR Customer Service at support@nipr.com