

North Dakota announces the 2025 renewal processes for individual and business entity surplus lines licenses and TPA licenses.

Examples of the notices for each type of license are attached.



January 31, 2025

Subject: Individual Surplus Lines License Renewal  
NPN

This letter is to notify you that your North Dakota Surplus Lines license will expire on **April 30, 2025**. Please submit your electronic renewal application through the National Insurance Producer Registry (NIPR). **Electronic applications can only be submitted 90 days prior to the expiration date.**

Go to [www.nipr.com](http://www.nipr.com). The renewal fee is \$25.00, and the transaction fee is \$5.00. Your renewal application must be submitted before **April 30, 2025**, or your North Dakota Surplus Lines license will be cancelled. **THERE IS NO GRACE PERIOD.**

All North Dakota resident Surplus Lines producers must maintain an active North Dakota resident producer license. Non-resident Surplus Lines producers must maintain an active Surplus Lines license in their home state, but do not need to maintain a North Dakota insurance producer license if only acting as a Surplus Lines producer in North Dakota.

**If you wrote any Surplus Lines business in North Dakota during calendar year 2024**, your report and payment of premium tax is due on or before **March 1, 2025**. Complete form SFN 17419 - Statement of Taxable Premiums Received on North Dakota Business and form SFN 4824 - Surplus Lines Risk and submit tax filings electronically through OPTins (Online Premium Tax for Insurance), a product of the NAIC. Contact OPTins at [optinsmktg@naic.org](mailto:optinsmktg@naic.org) or 818-783-8787 to implement OPTins at your company. Visit <https://eapps.naic.org/optins-static> for more information. Paper applications will be accepted; however, they are strongly discouraged.

**If you did not write surplus lines business in calendar 2024, you do not have to file a zero report.**

The tax of 1 3/4 percent is calculated on gross amount of premium and all assessments and policy fees. All policies with an effective date in 2024 must be included on your 2024 report. If the tax is not paid before March 1, 2025, you may be fined up to \$25 for each day of delinquency (N.D.C.C. 26.1-44-08).

For inquiries regarding license renewal, please contact Producer Licensing at [ndlicensing@nd.gov](mailto:ndlicensing@nd.gov).  
For inquiries regarding payment of tax, please contact Rachel Kriege at [rkriege@nd.gov](mailto:rkriege@nd.gov).

Producer Licensing Division  
North Dakota Insurance Department



600 E Boulevard Ave  
Bismarck, ND 58505-0500

phone: (701)328-2440 | fax: (701)328-4880  
insurance.nd.gov | [insurance@nd.gov](mailto:insurance@nd.gov)

Jon Godfread, Commissioner



January 31, 2025

Subject: Business Entity Surplus Lines License Renewal  
NPN:

This letter is to notify you that your North Dakota Surplus Lines license will expire on **April 30, 2025**. Please submit your electronic renewal application through the National Insurance Producer Registry (NIPR). **Electronic applications can only be submitted 90 days prior to the expiration date.**

Go to [www.nipr.com](http://www.nipr.com). The renewal fee is \$25.00, and the transaction fee is \$5.00. Your renewal application must be submitted before **April 30, 2025**, or your North Dakota Surplus Lines license will be cancelled. **THERE IS NO GRACE PERIOD.**

All North Dakota resident Surplus Lines producers must maintain an active North Dakota resident producer license. Non-resident Surplus Lines producers must maintain an active Surplus Lines license in their home state, but do not need to maintain a North Dakota insurance producer license if only acting as a Surplus Lines producer in North Dakota.

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**If you did not write surplus lines business in calendar 2024, you do not have to file a zero report.**

The tax of 1 3/4 percent is calculated on gross amount of premium and all assessments and policy fees. All policies with an effective date in 2024 must be included on your 2024 report. If the tax is not paid before March 1, 2025, you may be fined up to \$25 for each day of delinquency (N.D.C.C. 26.1-44-08).

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Jon Godfread, Commissioner



January 31, 2025

Subject: Third Party Administrator License Renewal  
NPN:

This letter is to notify you that your North Dakota TPA license will expire on **April 30, 2025**, unless renewed before the expiration date.

License renewal applications should be submitted electronically through the National Insurance Producer Registry (NIPR). **We now have the ability to accept electronic applications that do not have home state licenses. We HIGHLY recommend that you take advantage of renewing online.** Electronic applications can only be submitted 90 days prior to the expiration date.

Go to [www.nipr.com](http://www.nipr.com). Submit your renewal application and pay the fee by credit card. The renewal fee is \$50, and the transaction fee is \$5. Your renewal application must be submitted before **April 30, 2025**, or your North Dakota Third Party Administrator license will be cancelled. **THERE IS NO GRACE PERIOD.**

If you are unable to submit your renewal electronically, print the NAIC uniform application form from our website [www.insurance.nd.gov](http://www.insurance.nd.gov). Complete, sign, and date the form and mail it with the renewal fee of \$50. If submitting a paper application, please allow additional processing time. The form must contain an original signature. Send by mail to: North Dakota Insurance Department, 600 E Boulevard Ave, Dept 401, Bismarck, ND 58505-0320. Make checks payable to: **North Dakota Insurance Department.**

Please go to our website [www.insurance.nd.gov](http://www.insurance.nd.gov) and click on Producers to look up license statuses or license numbers.

After your renewal application has been processed, you can print your updated license from the North Dakota Insurance Department website.

If you have any questions, please contact us at 701-328-2440 or by email at [ndlicensing@nd.gov](mailto:ndlicensing@nd.gov).

Producer Licensing Division  
North Dakota Insurance Department



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