



MODEL BULLETIN

TO: All Insurance Companies and Insurance Producers Transacting Business in [State]

FROM: [Insert Name and Title of State Insurance Commissioner]

SUBJECT: Guidance Regarding Use of the NAIC/NIPR Attachments Warehouse for the Electronic Filing of Insurance Producer Licensing Documents

[DRAFTING NOTE: This bulletin was drafted to facilitate the use of the NAIC/NIPR Attachments Warehouse, a new insurance producer licensing tool that electronically stores documents submitted by applicants. The Attachments Warehouse is designed to be used: (1) for the electronic filing of licensing documents that are submitted by applicants when applying for or renewing insurance producer licenses; or (2) to allow insurance producers to satisfy their requirements with respect to the notification and reporting of all administrative, criminal and civil (if applicable) actions. Prior to the launch of Attachments Warehouse, all requested documents had to be faxed or mailed to each requesting state and then matched to a hardcopy application by a member of the state insurance department. Now, once an attachment is submitted online via the Attachments Warehouse, a notification is e-mailed to the requesting state(s). Insurance department personnel simply download the document(s) from the Attachments Warehouse while reviewing the corresponding application. This bulletin is necessary in order to confirm that use of the Attachments Warehouse meets each individual state's reporting requirements for insurance producers.]

Purpose

The purpose of this bulletin is to advise all insurance companies and insurance producers transacting business in [State] that the [Insert name of State Department of Insurance] will immediately begin to accept documents and notices submitted on behalf of insurance producers through the NAIC/NIPR Attachments Warehouse, which will allow for the electronic filing of insurance producer licensing-related documents.

Attachments Warehouse

The Attachments Warehouse is a secure regulatory database which electronically receives, stores and shares licensing documents with the states that are submitted with respect to applications and/or renewals of insurance producer licenses through the National Insurance Producer Registry (NIPR), a non-profit affiliate of the National Association of Insurance Commissioners (NAIC). If additional information in the form of documentation is required by the [Insert name of State Department of Insurance] with respect to an individual producer licensing transaction, this documentation may be submitted via the Attachments Warehouse.



National Association of Insurance Commissioners

Notification and Reporting of Actions

The Attachments Warehouse may be used to allow insurance producers to satisfy their regulatory requirements for the notification and reporting of administrative and criminal actions* to the insurance commissioner pursuant to [Insert Citation to State Version of Section 17 Reporting of Actions of the NAIC Producer Licensing Model Act]. Insurance producers may send the required notification and documents to the Attachments Warehouse electronically in lieu of faxing or mailing to the [State Insurance Department].

*[*Drafting Note: Some states also require the notification and reporting of civil actions to the insurance commissioner; for example, personal bankruptcy and child support actions.]*

[Insert State] is now accepting the electronic notification and reporting of actions submitted electronically to the Attachments Warehouse and will recognize that the reporting of the action to the Warehouse, the subsequent e-mail alert to the [Insert State Department of Insurance], and the state's ability to retrieve, review and download that attachment shall satisfy the statutory requirements of the producer to notify and report the action to the [Insert State Insurance Department].

Effective Date

This bulletin shall take immediate effect.

Questions

For further information regarding the use of the Attachment Warehouse, please contact [Insert name and contact information for State Department of Insurance designee] or visit the NIPR Web site at www.nipr.com.