



The State of New Hampshire Insurance Department

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Revised June 2020

PRODUCERS----ADJUSTERS----BUSINESS ENTITIES ADDRESS CHANGE REQUEST

Adjusters & Producers shall notify this Department within 30 days of an address change.

There are two ways to update address information:

1. Individual 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:** Online option via NIPR is **not** available for Business Entities. All 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**
 - **Print new license for free by selecting LICENSE STATUS on our homepage www.nh.gov/insurance**

Licensee Name _____

Social Security Number /FEIN **or** NH License Number **or** National Producer Number _____

Current residential physical location address (not a post office box)

Resident address is for Individuals only.

Street _____

City/Town _____

State and zip code _____

Home Phone _____

Current business address

Business Name _____

Street _____

City/Town _____

State and zip code _____

Business Email _____

Business Phone _____

FOR ADJUSTERS ONLY

_____ Designated Home State
(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.

Mailing address to receive correspondence.

Street/rural route/postal box _____

City/Town _____

State and zip code _____

Licensee Signature and Date _____

Department Use Only: \$10 Processing Fee Received _____