



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
Insurance Division – Agent Licensing
500 James Robertson Parkway
Nashville, TN 37243-1134
615 741-2693

Fax: 615-532-2862

ce.agent.licensing@tn.gov

**LICENSING REQUIREMENTS FOR
RESIDENT INSURANCE PRODUCERS REQUIRED TO TAKE EXAMINATIONS**

An “Insurance Producer” is a person required to be licensed under the laws of Tennessee to Sell, Solicit or Negotiate insurance.

General Requirements

1. The applicant is at least eighteen (18) years of age.
2. Resides in Tennessee.
3. The applicant is competent, trustworthy, financially responsible, and has a good business reputation.
4. The applicant is required to pass a written examination.

Application Procedure

1. Schedule your examination with PearsonVue online at <https://home.pearsonvue.com/tn/insurance> or contact them by phone: (800) 274-4957).
2. Fingerprint based background check is required -- see attached instructions. **To avoid delays, please complete your fingerprinting at least 2 business days prior to submitting your application for a license.**
3. Pass the required examination. PearsonVue will electronically submit your scores to the department.
4. Submit your application and filing fee (\$50.00) online at www.nipr.com. **YOU MUST WAIT 48 HOURS FROM TAKING THE EXAMINATION TO SUBMIT YOUR APPLICATION ELECTRONICALLY.** Processing time for paper applications is 15 days from receipt in the Agent Licensing Section.
5. You will be issued a license by the Tennessee Department of Commerce and Insurance once you pass your examination, and the Department of Commerce and Insurance is satisfied that you meet all other licensing requirements. **THE TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE MAKES THE FINAL DECISION AS TO WHETHER TO LICENSE ANY APPLICANT UNDER TENNESSEE INSURANCE LAW.**

An insurance producer shall not act as an agent of an insurer unless the insurance producer becomes an appointed agent of that insurer. The appointing insurer shall file within fifteen days from the date the agency contract is executed or the first insurance application is submitted.



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Registering for Fingerprinting

Online Registration

Available 24 hours a day, 7 days a week.

1. Go to www.identogo.com
2. Click on Tennessee map
3. Enter required information: name, agency (Department of Commerce and Insurance), choose type:

TN Insurance Producer - ORI # TN920680Z (Transaction Type – IP)

TN Public Adjuster – ORI# TN920560Z

TN Navigator/CAC - ORI# TN920783Z

4. Follow prompts for locations and payment

If you need assistance, call 1- (855) 226-2937 to speak to a representative.

To avoid delays, please complete your fingerprinting at least 2 business days PRIOR to submitting your application at www.nipr.com.

FINGERPRINTING
APPLICANT RECORD NOTIFICATION

Notification

Fingerprints submitted will be used to check the criminal history records of the TBI and FBI.

Obtaining Copy

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>

Change, Correction or Updating

Procedures for obtaining a change correction or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.