

Appointment & Termination Instructions

Pursuant to M.R.S. 24-A §1420-M (1), and (2), an insurance producer may not act as an agent of an insurer unless the insurance producer becomes an appointed agent of that insurer. To appoint a producer as its agent, the appointing insurer shall file, in a format approved by the Superintendent, a notice of appointment within 15 days from the date the agency contract is executed, or the first insurance application is submitted.

Please be aware that the State of Maine does **not** require an appointment for branch locations of business entities (agencies). Only the primary location needs to be appointed.

Insurers may appoint individuals and/or business entities using the following two methods:

1) Electronic Submissions: The Bureau is a participating state in the National Insurance Producer Registry's Electronic Appointment/Termination system. To obtain information on subscribing to this service, please contact NIPR Marketing at (816) 783-8467 or marketing@nipr.com or visit the website at [Appointments & Terminations | NIPR](#)

2) Paper Submissions: For paper submissions, insurers must use the Appointment/Termination form found on our website at [Insurers | PFR Insurance \(maine.gov\)](#). No confirmation of appointment will be sent to the insurer. Confirmation that the Bureau of Insurance has received and processed the appointment(s) can be verified on our website at [Licensee Search | PFR Insurance \(maine.gov\)](#).

Special Note: Please do not submit the appointment form with applications for licensure. The form is to be submitted **after** the individual/business entity has become licensed.

Payment: Form and payment may be emailed with credit card authorization form (found at www.maine.gov/insurance) to insurance.pfr@maine.gov

Payment by check, made payable to "Treasurer State of Maine", may be mailed to Bureau of Insurance 34 State House Station Augusta, ME 04333.

If you have any questions, please contact Accounting Associate at (207) 624-8475 or e-mail: insurance.pfr@maine.gov

If you have questions regarding electronic appointments, please contact Licensing Supervisor at 207-624-8475 or e-mail: insurance.pfr@maine.gov