

## Producer 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](mailto:marketing@nipr.com).

**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.**

**There is no fee for terminations.**

**Payment:** Form and payment may be emailed with credit card authorization form (found at [www.maine.gov/insurance](http://www.maine.gov/insurance)) to [insurance.pfr@maine.gov](mailto:insurance.pfr@maine.gov) or faxed to 207-624-8599. 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](mailto: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](mailto:insurance.pfr@maine.gov)

Following is a list of individual and business entity (agency) prefixes that can hold an insurance company appointment in Maine (any other prefix is not acceptable):

Individual and Business Entity (Agency) Prefixes that Can Hold an Insurance Company Appointment in Maine	
Resident/Prefix	Initial Appointment Fee
Equipment Rental Company (ERR)	\$30
Motor Vehicle Rental Company (MVR)	\$30
Producer Business Entity - Agency (AGR)	\$0
Producer Individual Full and Limited Lines (PRR & PLR)	\$30
Nonresident/Prefix	Initial Appointment Fee
Equipment Rental Company (ERN)	\$70
Motor Vehicle Rental Company (MVN)	\$70
Producer Business Entity - Agency (AGN)	\$0
Producer - Full and Limited Lines (PRN & PLN)	\$45