

## Producer Appointment Renewals

Appointment renewals are due bi-annually, during the anniversary month of the company. The anniversary month is determined by the month of “First Licensure” in Maine. The renewal cycle runs from July of odd years through June of even years.

Therefore, companies with a first licensure date between **January – June**, renewals are due in **EVEN** years. Companies with a first licensure date between **July – December**, renewals are due in **ODD** years.

Approximately six weeks prior to the company anniversary month, a notice is emailed to the Producer Licensing/ Appointment contact on file reminding the company to terminate any appointments that are no longer active and those not to be renewed. If there is no email address or it is invalid, the notice will be mailed to the company address on file. The termination must be done two or three days prior to the first day of the anniversary month.

During the first week of the anniversary month, an invoice and complete listing of the active appointments for the company will be emailed to the Appointment Contact email address on file. If there is no email address or it is invalid, the invoice will be mailed to the company address on file. The renewal payment must be received within 30 days of receipt of the invoice.

Resident/Prefix	Renewal 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	Renewal Appointment Fee
Equipment Rental Company (ERN)	\$30
Motor Vehicle Rental Company (MVN)	\$30
Producer Business Entity - Agency (AGN)	\$0
Producer Individual Full and Limited Lines (PRN & PLN)	\$30

At any time, if you wish to check the listing of appointments, you may use the Licensee Search on our website: <https://www.maine.gov/pfr/insurance/licensee-search>

See directions listed below.

1. CLICK *Start Search* (middle of the page)
2. Under the listing of Licenses and Permits, CLICK *Search Companies*
3. At Search Companies, be sure the REGULATOR is listed as INSURANCE and then fill in the license number, the prefix and number, then CLICK *Search*.
4. The record for the company should pop up. CLICK on the actual company name and more detailed information will come to view.
5. Appointments are located under Employee, CLICK on *records show*
6. You will then see all appointments – even those that have been cancelled.