

Producer Appointment Renewals

The company appointment renewals are due every two years on the anniversary month of the company. The anniversary month is determined by the month only 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 letter is mailed to the Producer Licensing/Appointment contact on file reminding the company to terminate any appointments that are no longer active and those not to be renewed. 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 mailed to the Producer Licensing Contact address we have 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.

To download into an EXCEL spreadsheet, right CLICK in the gray area at the listing of the actual first appointment name and select EXPORT to EXCEL. The spreadsheet might be helpful to you as you can then sort the list to the sequence that best works for you.