OKLAHOMA INSURANCE DEPARTMENT
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Oklahoma City, OK 73105
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Licensing Division

2026 Appointment Renewal Notification

The Oklahoma Insurance Department is dedicated to enhancing efficiency and reducing costs for the State of Oklahoma. It is important that all carriers maintain their **Producer Licensing/Appointment** contact email information to ensure prompt receipt of notices regarding appointment renewals and other appointment-related inquiries from the Department.

36 O.S. § 607(E) Current Contact Information Required – Insurers under the jurisdiction of the Insurance Commissioner shall keep any contact information deemed necessary by the Commissioner on file with the Insurance Department. Contact information shall be kept current and submitted electronically in the manner and form prescribed by the Commissioner, along with any applicable fees. Any change in contact information shall be submitted within twenty (20) days of the change.

INSURER UPDATES TO APPOINTMENT CONTACTS

Insurers under the jurisdiction of the Insurance Commissioner may update their **Producer Licensing/Appointment** contact email information by logging into **SBS for Organizations**.

- If the Insurer is not yet registered for self-service access, please sign up **HERE**.
- If other changes to an Insurer's existing license are required, these must be submitted through a UCAA Corporate Amendment. Please visit **UCAA** to access the NAIC electronic UCAA application.

For additional information, please contact: (405) 521-3966 or email UCAA@oid.ok.gov

IMPORTANT RECONCILIATION INFORMATION

Insurance carriers with an NAIC CoCode who wish to reconcile company appointments with the state insurance department may obtain a list of appointments via the Company Appointment Report (CAR) prior to the creation of appointment renewal invoices. Terminations can be made through the Interactive Appointment and Termination Application. Both applications are available to NIPR Subscribers. If you are not a subscriber or need to verify that you are subscribed to these products, please contact NIPR at 816-783-8467 or marketing@nipr.com for subscription information.

KEY INFORMATION

Oklahoma will process all appointment renewals electronically through the National Insurance Producer Registry (NIPR) in 2026.

- Only appointments for insurance professionals with ACTIVE licenses on the PDB will be renewed.
- Appointment Renewal Invoices and the list of appointment renewals due will be available on the NIPR website beginning **8:00 AM CST, November 25, 2026, through 4:00 PM CST, December 31, 2026**.
- The NIPR website is: www.nipr.com.
- Termination notices for individual appointments that you do not wish to renew **must** be received by NIPR no later than **4:00 PM CST on November 13, 2026,** to allow sufficient time for processing and posting to PDB before the renewal billings are created.
- On **November 25, 2026,** the NIPR website will display the invoice and a list of appointments due for renewal.
- Appointment renewal fees for all insurance professionals listed on the invoice are due before 4:00 PM CST on December 31, 2026.
- Companies will not be allowed to terminate or cross out any names from the invoice once it is created.
- Invoices will no longer be available after **4:00 PM CST on December 31, 2026.**
- All Carrier appointments will be terminated if the invoice is not paid by **4:00 PM CST on December 31, 2026**
- Appointments **will not be** renewed if payment is less than the invoice total.

IMPORTANT PAYMENT INFORMATION

NOTE: NO PAPER CHECKS

- Companies that submit a payment to NIPR via paper check will not have their renewal invoice processed and will have the payment refunded to them. Since receipt of a paper check is through a lock box account, NIPR may take several days to post the paper check and issue a refund check to your company. Therefore, you may not receive the refunded check before the payment deadline.
- Checks submitted to the Oklahoma Insurance Department will be returned unprocessed.
- Oklahoma will terminate all appointments that have not been paid by **4:00 PM CST on December 31, 2026.**
- Oklahoma does not issue refunds. **Please contact NIPR (**Support@nipr.com**) before paying if there is an invoice discrepancy.**
- **Appointment Renewal and NIPR processing fees are non-refundable.**

Please contact the NIPR at Support@nipr.com if you have a dispute regarding a specific appointment and provide documentation to verify you previously terminated the appointment. Disputes must be resolved with NIPR no later than **November 18, 2026** to allow sufficient time for processing and posting to Producer Database (PDB) before the renewal invoices are created.

RENEWABLE LICENSES

Row #	Class	PDB code	PIN code
4.1	Producer	3	3
4.2	Limited Lines Producer	901	901
4.3	Title	211	211
4.4	Motor Service Club	425	425
4.5	Managing General Agent	351	351

NIPR TRANSACTION FEES

The NIPR processing fee per invoice will equal 1% of the total state fees charged, with a minimum of $5.00 and a maximum of $1,000.00

NIPR Fees	
1% of total state fees charged	Minimum $5.00Maximum $1,000.00
Example: # of appts: 100 | State Fee per Appt Renewal: $30.00 | Total State Appt Renewal fee: $3,000.00	NIPR fee would be 1% of the State Appointment Renewal Fee of $3,000 = $30.00

- Acceptable payment types are credit Card and Electronic Check. The Credit Card payment limit is $60,000. If the invoice exceeds $60,000, the **applicant must choose an alternative payment method.**

- NIPR renewal processing fees are based on the number of appointment renewals on the invoice.
- Appointment Renewal and NIPR processing fees are non-refundable.
- Oklahoma does not issue refunds.

Oklahoma State Appointment Renewal Fee			
November 25, 2026	to	December 31, 2026	$30 per licensee

Payment Method and other Fees		
Credit Card		• Visa, MasterCard or American Express • Please note there is a $60,000.00 limit on Credit Card payments. If your invoice exceeds $60,000.00, you must choose an alternative payment method. If you have questions regarding the other methods, please contact NIPR Customer Service.
Electronic Check	There are no check processing fees for utilizing the electronic check payment method, but NIPR transaction fees will apply.	• A few banks or credit unions may not participate in electronic check services. • If your bank needs a pre-authorization to use this electronic check service, you will need to provide your financial institution with this information: NIPR ACH - 9431763793. *Please note the ACH number.

NIPR transaction fees are not refundable.

Process beginning November 25, 2026, when the electronic invoices are posted to the website:

- On the Internet, go to www.nipr.com.
- Follow the links to company appointment renewals and sign in using your company identifiers: company CoCode, FEIN, and/or company name.
- After entering the necessary identifying information, you can:
  - Print/Pay the Invoice
  - View the detailed report of appointment renewals
  - Print the Report
  - Download the Report as text (delimited)
  - Download the Report as XML
- Help screens and NIPR Customer Support are available to guide you through the process.

If you have any questions regarding the appointment renewal process, contact:

- NIPR Customer Service by email at support@nipr.com or 1-855-674-6477
- OID Financial Division regarding the UCAA form update UCAA@oid.ok.gov
- OID Licensing Division Licensing@oid.ok.gov or 405-521-3916