



## The State of New Hampshire Insurance Department

21 South Fruit Street, Suite 14  
Concord, NH 03301

### Producers, Adjusters, and Business Entities Clearance (A request for a clearance letter terminates your resident license in NH)

Please email to [producerquestions@ins.nh.gov](mailto:producerquestions@ins.nh.gov) or fax to 603-271-7029.

This form is to be completed by NH Licensees who are moving from NH to another state and said state requires verification of termination of resident license in NH in the form of a clearance letter.

The status of all NH licenses is reported daily to the NIPR database. The cancellation of the NH license will appear in the national database the following day. This is sufficient verification for most states. Most states no longer require clearance letters. Check with your new resident state to make sure they actually require a letter. If a clearance letter is not required, submit a surrender of license request.

Should you wish to maintain a NON-RESIDENT license in NH, you have 30 days from termination of your NH Resident license to provide us with an address change form and \$10 fee.

NH License #: \_\_\_\_\_

NPN: \_\_\_\_\_

Name: \_\_\_\_\_

Current address: \_\_\_\_\_

Moving to what State: \_\_\_\_\_

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL address to send clearance letter: \_\_\_\_\_

If you wish to maintain a non-resident license in NH you must obtain a Resident license in your new state within 30 days.

Notify the NH Insurance Dept by submitting a complete a contact change request via the NIPR website [www.nipr.com](http://www.nipr.com) or submit a written request or utilize the address change form on our website and submit the required \$10 fee or within 30 days of this clearance letter