

MATRIX FOR REGULATED MOTOR CLUB STATES

Revised 9/17/19



MOTOR CLUB LICENSING FOR REGULATED STATES

For most states, licensing can be done online for Residents & Non-residents through www.nipr.com or www.sircon.com

Alabama	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	If already licensed:	12/31 Annually
	Copy of Resident Automobile Club License Copy of Resident Business entity Automobile Club License Form: Representative/Producer Questionnaire Form: Firm/Agency Questionnaire \$80.00 – Appointment Fee (\$40 Ind. / \$40 Bus.) To be licensed:	Copy of Non-resident Alabama Automobile Club License Copy of Non-resident Alabama Business entity Automobile Club License Form: Representative/Producer Questionnaire Form: Firm/Agency Questionnaire \$80.00 – Appointment Fee (\$40 Ind. / \$40 Bus.) To be licensed:	\$25.00 Business Entity \$25.00 Individual
	Form: NAIC Uniform Application – Individual Producer Form: NAIC Uniform Application – Business Entity \$125.00 – Individual License & Appointment Fee \$175.00 – Business Entity & Appointment Fee	Business must file with Secretary of State Form: NAIC Uniform Application – Individual Producer Form: NAIC Uniform Application – Business Entity \$125.00 – Individual Non-resident License & Appointment Fee \$175.00 – Business Entity & Appointment Fee	
Arkansas	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	If already licensed:	6/30 annually
	Copy of Resident Motor Club License \$20.00 – Individual Resident Appointment Fee *NSD PAYS FEE* To be licensed: Form: Uniform Application for Arkansas Individual Resident Insurance Producer License Form: Identification Bureau Individual Record Check \$20.00 – Individual Resident Licensing Fee \$22.00 – Background Check Fee \$20.00 – Individual Resident Appointment Fee *NSD PAYS FEE*	Copy of Non-resident Motor Club License from Resident state Copy of Non-resident Motor Club License from Arkansas \$60.00 – Individual Non-resident Appointment Fee *NSD PAYS FEE* To be licensed: Form: Uniform Application for Arkansas Individual Resident Insurance Producer License \$25.00 – Individual Non-resident Licensing Fee \$60.00 – Individual Non-resident Appointment Fee *NSD PAYS FEE*	\$20.00 Resident \$60.00 Non-resident *NSD PAYS FEE*
California	RESIDENT	NON-RESIDENT	RENEWAL
Only Residents can apply for a Motor club license. Non-residents cannot apply for a Motor Club license			
	If already licensed:		Perpetual
	Copy of Property Broker- agent, Casualty Broker-agent, Personal Lines, Limited Automobile Insurance agents, or Motor Club license. Form: Action Notice of Appointment Form: Business Entity Endorsement \$32.00 – Individual Endorsement \$64.00 – Appointment Fee (\$32 Ind. / \$32 Bus.) To be licensed:		Motor Club appointments are perpetual Licenses renew every 2 years

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	<p>Form: Individual Application Form: Business Entity Application Form: Business Entity Endorsement Form: Action Notice of Appointment Form: Live Scan Service Request \$188.00 – Individual Resident Licensing Fee \$188.00 – Business Entity Licensing Fee \$68.95 - Live Scan Fingerprinting fee \$32.00 – Individual Endorsement \$64.00 – Appointment Fee (\$32 Ind. / \$32 Bus.)</p> <p>*If you hold a Property Broker- agent, Casualty Broker-agent, Personal Lines, Motor Club License, Limited Automobile Insurance agents license, you can obtain a Motor Club appointment*</p>		
Delaware	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	Same requirements as Resident	No appointments required
	<p>Copy of Individual Resident Limited Lines Producer License Copy of Business Entity Limited Lines Producer License *Requires Automobile Club Line of Authority* No fees No appointments required</p> <p>If already licensed & need to add Automobile Club LOA:</p> <p>Form: Request for Amendment \$25.00 – Line of Authority Addition Fee</p> <p>To be licensed: Form: Request for a Delaware Insurance License *Limited Lines Producer with Automobile Club Line of Authority* Form: Request for Business Entity Insurance License Criminal Background Check from Delaware State Police Dept. \$105.00 – Individual Resident License fee \$105.00 – Business Entity License fee No appointments required</p>		
Florida	RESIDENT	NON-RESIDENT	RENEWAL
NIU of FL, Inc.	Automotive Products only:	Same requirements as Resident	Every 2 years from date of appointment
	<p>Online processing for 253-D Automotive Warranty License with the Florida Department of Financial Services Form: Please speak to a Marketing Representative or a Licensing & Compliance Representative to obtain \$60.00 – Initial Licensing Fee</p>		\$60.00

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Kansas	RESIDENT	NON-RESIDENT	RENEWAL
	To be licensed:	Same requirements as Resident	5/1 even years
	Form: Application for Automobile Club Agent Registration & Notice of Appointment Application must be notarized \$15.00 – Individual Resident Appointment Fee		\$15.00
Maryland	RESIDENT	NON-RESIDENT	RENEWAL
	To be licensed:	Same requirements as Resident	8/31 Annually
	Form: Initial Application Form for Motor Club Representative Registration \$5.00 – Submitted September 1 st – April 30 th \$7.00 – Submitted May 1 st – August 31 st	Must be authorized to sell Motor Club in their home state Applications from states that do not participate in the PDB must submit a Letter of Certification within 90 days of issuance	\$2.00
Massachusetts	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	Same requirements as Resident	4/1 Annually
	Copy of Individual Resident Insurance License \$25.00 – Individual Resident Appointment Fee To be licensed:		\$25.00
	Form: Automobile Notice of Employment & Application for Club Agent \$20.00 – Credit Check Fee \$25.00 – Individual Resident Appointment Fee		
Mississippi	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	Same requirements as Resident	3/31 Annually
	Copy of Individual Resident Automobile Club Agent License \$5.00 – Individual Resident Appointment Fee To be licensed:		\$5.00
	Form: Automobile Club Agent Application *We fill out the Endorsement section* \$5.00 – Individual Resident Licensing Fee		
Montana	RESIDENT	NON-RESIDENT	RENEWAL
	To be licensed:	Same requirements as Resident	Perpetual appointment
	All Motor Club representatives are required to be licensed in the State of Montana		

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	\$6.18 – NIPR Processing License Fee Process license online at www.nipr.com No appointments required		
Nebraska	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	Same requirements as Resident	5/1 annually
	Copy of Individual Resident Property & Casualty License Form: Representative/Producer Questionnaire \$8.00 – Individual Resident Appointment Fee To be licensed:		\$8.00
	Form: NAIC Uniform Application – Individual Producer \$65.00 – Individual Resident Licensing Fee Process license online at www.nipr.com \$8.00 – Individual Resident Appointment Fee		
Nevada	RESIDENT	NON-RESIDENT	RENEWAL
	The Commissioner shall license only a Motor Club agent if a resident of the State of Nevada, or a non-resident that can show proof of reciprocity to act as a Motor Club Agent in their state of		
	If already licensed:	If your home state does not offer Motor Club Licensure, then the State of Nevada will NOT grant you a Motor Club license. Same requirements as Resident	7/31 Annually
	Copy of Individual Resident Motor Club License Copy of Business Entity Motor Club License Must verify Individual affiliation with Business Entity \$15.00 – Business Entity Appointment Fee To be licensed: Form: NAIC Uniform Application - Business Entity Form: NAIC Uniform Application – Individual Producer Form: Affiliation Modification \$143.00 – Business Entity Licensing Fee \$143.00 – Individual Resident Licensing Fee \$50.00 – Affiliation Fee for Individual \$38.25 – Initial Background Check Fee (not including processing fee) \$15.00 – Business Entity Appointment Fee \$6.18 - Appointment Processing Fee		\$15.00
New Hampshire	RESIDENT	NON-RESIDENT	RENEWAL
	Process license online at www.nipr.com Individual & Business Entity must hold a 'Motor Vehicle Road Service' license \$210.00 - Individual license \$210.00 - Business Entity license \$6.00 - Transaction Fee	Same requirements as Resident	Every 2 years

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	RESIDENT	NON-RESIDENT	RENEWAL
New Mexico			
	All Individuals to be licensed and appointed in the State of New Mexico for Motor Club CANNOT already hold a Limited Lines license according to the State of New Mexico office of Superintendent of Insurance		
	To be licensed:	To be licensed:	12/31 Annually
	Form: NAIC Uniform Application – Individual Producer Required to conduct a background investigation prior to applying \$35.00 – Initial Resident Licensing & Appointment Fee	Letter of Certification from resident state Form: NAIC Uniform Application – Individual Producer \$35.00 – Initial Resident Licensing & Appointment Fee	\$30.00
North Carolina			
	If already licensed:	If already licensed:	4/1 Annually
	Copy of Limited Representative License with Motor Club Line of Authority Form: Representative/Producer Questionnaire \$20.00 – Initial Individual Resident Appointment Fee	Copy of Limited Representative License with Motor Club Line of Authority Form: Representative/Producer Questionnaire \$20.00 – Initial Individual Resident Appointment Fee	\$20.00 Resident
	If already licensed & need to add Motor Club LOA:	If already licensed & need to add Motor Club LOA:	
	Form: NAIC Uniform Application – Individual Producer \$75.00 – Adding Line of Authority & Appointment Fee	Form: NAIC Uniform Application – Individual Producer \$75.00 – Adding Line of Authority & Appointment Fee	
	To be licensed:	To be licensed:	
	Form: NAIC Uniform Application – Individual Producer \$163.00 – Initial Individual Resident Licensing & Appointment Fee (Includes \$38 background check) Process license online at www.nipr.com	Form: NAIC Uniform Application – Individual Producer \$125.00 – Initial Individual Licensing & Appointment Fee No background check required	
Oklahoma			
IMPORTANT The State of Oklahoma will prorate the initial licensing fee based on your date of birth & the date applied for license. Please contact Nation Safe Drivers prior to licensing for more information on fees	The State of Oklahoma shall license only a Motor Service Club Representative if a resident of the State, or a non-resident that can show proof of reciprocity to act as a Motor Service Club Representative in their state of residency.		

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	If already licensed:	If already licensed:	12/31 annually
	Copy of Individual Resident Motor Service Club License \$30.00 – Individual Resident Appointment Fee To be licensed:	Letter of Certification from domicile state \$20.00 – Service of Process Fee \$30.00 – Individual Non-resident Appointment Fee To be licensed:	\$30.00
	Form: Application for Motor Service Club \$40.00* – Initial Individual Resident Licensing Fee \$30.00 – Individual Resident Appointment Fee	Form: Application for Motor Service Club Letter of Certification from domicile state \$40.00* – Initial Individual Non-resident Licensing Fee \$30.00 – Individual Non-resident Appointment Fee \$20.00 – Service of Process Fee	
South Carolina	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	Same requirements as Resident	4/30 Annually
The South Carolina Department of Consumer Affairs has launched a new online licensing system which is now available if you click this link. This online licensing system grants access to new and renewal applications. The South Carolina Department of Consumer Affairs is requiring that all agents create a profile with a username and password to apply and renew their Motor Club licenses. This is a mandatory requirement	\$20.00 Must be processed online	\$20.00 Must be processed online	\$20.00 https://dcagateway.sc.gov/
Tennessee	RESIDENT	NON-RESIDENT	RENEWAL
	If already licensed:	Same requirements as Resident	6/30 annually
	Copy of Individual Resident Producer license \$20.00 – Individual Resident Appointment Fee To be licensed: Form: Application for Agent's Representative License to Solicit Automobile Club or Association Memberships Form must be notarized Form: Background Inquiry Authorization \$20.00 – Individual Resident Appointment Fee \$20.00 – Background Inquiry Fee		\$20.00

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Texas	RESIDENT	NON-RESIDENT	RENEWAL
<p>There has been a known exemption to rule with regards to Motor Club and Insurance sales with the Texas Secretary of State. Due to the recent disruption, the Texas SOS has been discussing the matter with our legal council and has taken a different view in regards to Motor Club licensing. They have re-visited their exemption rules and have decided effective immediately, any insurance company and/or insurance agent selling an auto policy with a Motor Club will be exempt from Motor Club licensing.</p>			
Utah	RESIDENT	NON-RESIDENT	RENEWAL
	<p>If already licensed:</p>	<p>Same requirements as Resident</p>	<p>Perpetual</p>
	<p>Copy of Individual Resident Limited Lines License with Motor Club or Property & Casualty Line of Authority Copy of Business Entity Limited Lines License with Motor Club or Property & Casualty Line of Authority Individual must be affiliated to the Business Entity (\$5.00 Maintain Firm Association fee) \$5.00 Appointment Fee for Business Entity</p>		
	<p>If already licensed & need to add Motor Club LOA:</p>		
	<p>Process online at www.nipr.com</p>		
	<p>\$25.00 (plus processing fee) – Adding Motor Club Line of Authority</p>		
	<p>To be licensed:</p>		
	<p>Form: NAIC Uniform Application - Business Entity Form: NAIC Uniform Application – Individual Producer \$55.00 – Individual Resident License & Affiliation Fee \$90.00 – Business Entity License Fee \$32.00* – Background Check Fee \$5.00 - Appointment Fee for Business Entity</p>		