

NOTICE TO ALL LICENSE HOLDERS

September 26, 2024

Beginning November 1, 2024, the North Dakota Insurance Department's Producer Licensing Division will go paperless. All correspondence sent from the Licensing Division will be distributed via email, only. This includes courtesy renewal reminders as well as informational emails for new and renewing licensees. All Licensees have an obligation to maintain a current email address with the North Dakota Insurance Department per NDCC § N.D.C.C. 26.1-26-33 which states:

26.1-26-33. Notification of address change - Duty of licensee. Every licensee shall notify the commissioner of any change in the licensee's residential or business address, electronic mail address, or legal name within thirty days of the change. Notification may occur through the insurance producer database maintained by the national association of insurance producers, its affiliates, or subsidiaries. Any licensee who ceases to maintain residency in this state shall notify the commissioner by personal delivery, by mail, or by electronic mail within thirty days after terminating residency.

We ask that all licensees take this time to verify and update all contact information on their licenses. This can be done from our website www.insurance.nd.gov or by clicking the "[Update my Name, Address or Email](#)" link. We ask that all license administrators please forward this memo to licensees within their care to encourage them to update all contact information prior to November 1, 2024.

This will be the only notification sent to inform of the upcoming change to our process. This notice will be posted on our website.

The North Dakota Insurance Department has also partnered with SBS Online Services to allow licensees and licensing administrators better access and more control over notifications regarding North Dakota licenses. SBS Online Services has options that will allow a licensee or license administrator to receive reminders about CE, renewal dates and other changes to their licenses. You can find out more about SBS Online Services from the following website: [SBS Online Services](#) or by calling SBS at **816-783-8500** between the hours of **8 A.M. - 4 P.M. CST**, Monday through Friday (except holidays).

Best,

Producer Licensing Division
North Dakota Insurance Department
ndlicensing@nd.gov



600 E Boulevard Ave
Bismarck, ND 58505-0500
phone: (701)328-2440 | fax: (701)328-4880
insurance.nd.gov | insurance@nd.gov

Jon Godfread, Commissioner