

After you've passed your exam, the next step is applying for your Surplus Line Broker License.

Currently, producers have two options for adding a new line of authority to their existing Resident Washington Property & Casualty License.



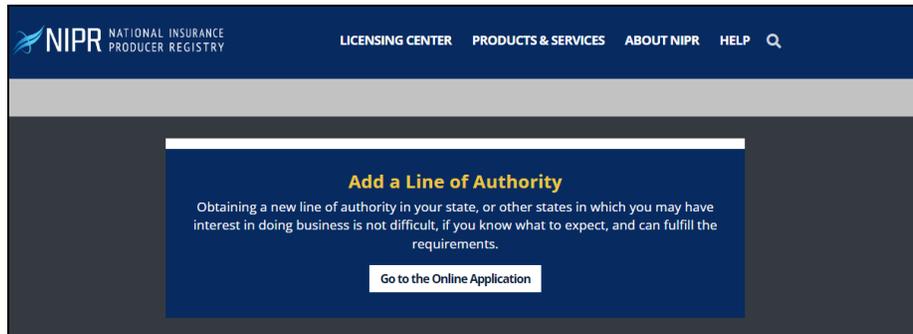
Applying For Your Resident Surplus Line Broker License Through NIPR

NOTE: Please allow 3-5 business days following the passing of your exam to apply for a new line of authority through NIPR.

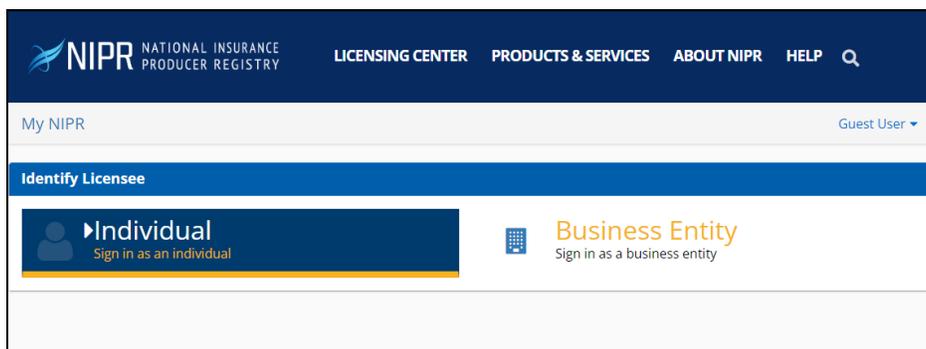
1. Visit <https://nipr.com/>
2. Click **LICENSING CENTER** at the top of the page.
3. Select **Add a Line of Authority** on the dropdown menu.

A screenshot of the NIPR website's navigation bar. The top navigation bar is dark blue with the NIPR logo on the left and the following menu items: "LICENSING CENTER" (highlighted with a yellow box), "PRODUCTS & SERVICES", "ABOUT NIPR", and "HELP" with a search icon. A dropdown menu is open under "LICENSING CENTER", listing: "Overview", "Apply for a License", "Add a Line of Authority" (highlighted with a blue bar), "Renew a License", "Change Contact Info", "Attachments Warehouse", "About Licensure", and "Review State-Specific Requirements". Below the navigation bar, a section titled "License Types and Relevant State Information" is visible, containing a list of license types with expandable icons (+): "Resident License", "Non-Resident License", "Non-Resident Adjuster License", and "Non-Resident License (No Home State)".

4. Click **Go to the Online Application**



5. Select Individual



6. Enter identifying information so the NIPR system can locate your licensing information.

The screenshot shows the 'Identify Licensee' form for an individual. The form has a title 'Identify Licensee' and a sub-heading 'Individual'. It includes a 'Search Type' section with three radio buttons: 'License Number' (selected), 'National Producer Number (NPN)', and 'Social Security Number (SSN)'. Below this is a prompt: 'Select one identifier above'. There are two input fields: 'License Number' with the text 'xxxxxx' and 'License State' with a dropdown menu showing 'Washington'. At the bottom, there is a checkbox labeled 'I accept the NIPR Use Agreement' which is checked. Navigation buttons 'Back' and 'Next' are at the bottom.

7. Continue to enter personal information into the next identification screen.

The screenshot shows the 'Authorization' form. The top navigation bar is the same as in the previous screenshots. Below the navigation bar, there is a 'My NIPR' section with a 'Guest User' dropdown. The main content area has a title 'Authorization' and a sub-heading 'Please verify your identity by providing your date of birth'. There are two input fields: 'SSN (Last Four)' with the text '0000' and 'Date of Birth' with the text '01/01/1999'. Navigation buttons 'Back' and 'Next' are at the bottom.

8. Select Start

Start

- Resume**
No incomplete applications available
- Continuing Education**
View continuing education compliance information and status
- Order History**
Review order statuses and receipts
- Change Licensee**
Identify another licensee to work with

Message Center

NIPR Mobile - All of your insurance licensing information at your fingertips.

The NIPR mobile app lets insurance professionals licensed by a state department of insurance view their demographic, licensing, and appointment information. Mobile users are also able to subscribe to renewal notification reminders. [Click here for more information.](#)

Announcements

- Current or previously licensed users may click **Start** to access a detailed report of your licensing data. If one is available, you can select to run your free report, or purchase an additional one if needed.
- Contact Change Request (CCR) has been updated to now allow Business Entities.

9. Complete the appropriate fields to add a new line of authority to your existing Property & Casualty License.

Select Product

Product Type

- Producer Licensing
- Adjuster Licensing
- Other Licensing
- Contact Change Request (Change Address, Phone, or Email)
- PDB Detail Report

Application Type

- Initial
- Renewal
- Add Line Of Authority

Residency Type

- Resident
- Non-Resident
- Non-Resident (No Home State)

← Back

10. Select Washington.

Select a State

Search

- UTAH
- VERMONT
- VIRGINIA
- WASHINGTON**
- WEST VIRGINIA

De

11. You will then be able to select Surplus Line Broker on the list of available licenses.

12. After payment is processed, your application will be sent to the State of Washington for processing. License Fees can be found on the OIC's website:

<https://www.insurance.wa.gov/individual-license-fees>

Individual license fees	
First-time/new license	
<i>Individual license fees for first-time or new licensees</i>	
License type	Amount due
Producer - full lines: life, disability (health), property, casualty or personal line	\$55
Producer - limited lines: credit, surety or travel	\$20
Adjuster (crop, independent or public)	\$50
Surplus line broker	\$200
Life settlement broker Must have active life producer license first	\$100

13. The OIC will contact you with license issuance or ask you to proceed with fingerprinting and background checks.

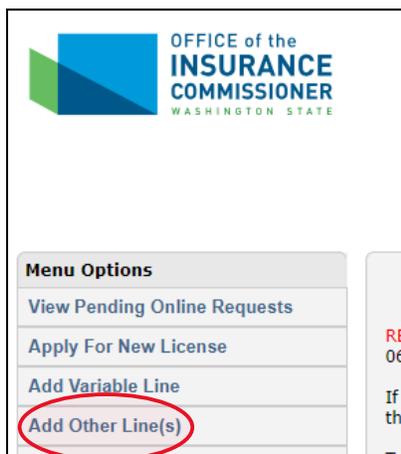
- a. (Note: If you've had your fingerprints done in the last year, you will **not** be required to re-fingerprint.
- b. If fingerprints are required, visit <https://wa.state.identogo.com/> to find a convenient location for you to have your fingerprints taken.



Applying For Your Resident Surplus Line Broker License Through the OIC

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1. Log into the OIC's Producer Licensee Portal (Fortress).
<https://fortress.wa.gov/oic/onlineservices/Login.aspx?module=LSE>
2. Select **Add Other Line(s)** on the left side of the page under Menu Options.



3. You'll be taken to an information verification screen. You'll then be asked to verify your Individual Information and Address Details.

- a. Confirm you are a U.S. Citizen and verify the information shown is true and accurate. Click NEXT.
- b. Continue to the next verification page. Confirm that the information shown is true and accurate. Click NEXT.

4. After information verification, you will be brought to the license information screen. After you pass your exam, the OIC will be notified of your exam score and the Surplus Line Broker Line of Authority will be an available choice for you to select.

Please wait 3-5 business days following your exam to apply for your Surplus Line Broker License.

5. You'll be prompted for payment upon submission of your application. License Fees can be found on the OIC's website: <https://www.insurance.wa.gov/individual-license-fees>

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