

## **AGENT SERVICES**

**TO:** All Insurance Companies  
Other Interested Parties

**FROM:** Etta Maynard

**DATE:** October 29, 2009

**RE:** National Producer Number (NPN)

The North Carolina Department of Insurance announces the conversion from social security number (SSN) as the unique license identifier to the National Producer Number (NPN) will be completed in early 2010. Using the NPN as the license number is the solution to preventing identity theft and addressing other security issues relative to use of the social security number.

### **How to obtain your NPN**

Agents and adjusters can look up their NPN at the NIPR website [www.nipr.com](http://www.nipr.com) by selecting National Producer Number (NPN) Access. They may also look-up their NPN by using the Agent Information Portal on the Department's website at [www.ncdoi.com](http://www.ncdoi.com). Simply type in first and last name as it appears on the license.

### **Continuing Education (CE) Providers Must Know Your NPN to Report CE Credits**

In early 2010, the NC CE Administrator, Prometric, will require providers to report CE credits with the licensee's NPN in lieu of a partial SSN. It is important that licensees know their NPN when they sign the attendance roster at classroom CE courses or enroll in correspondence CE. Licensees are encouraged to assist their CE providers by knowing their NPN to ensure timely CE credit reporting.

### **Special Situations**

Licensees may be required to provide the NPN or SSN to perform electronic processes through NIPR. Please note that depending on the electronic or manual transactions submitted through NIPR and the specific states' requirement (some states have not converted to the NPN), NC licensees and appointing companies may have to use the SSN.

If you have any questions, please contact the Agent Services Division at the North Carolina Department of Insurance at (919) 807-6800.