

**UNIFORM INSURANCE AGENTS LICENSING ACT  
EXCESS AND SURPLUS LINES AGENT LICENSING  
REQUIREMENTS  
NEW & RENEWAL**

**Kansas Insurance  
Department  
Producer Licensing  
Division  
1300 SW Arrowhead Rd  
Topeka, Kansas  
66604  
785-296-7860  
Fax: 785-368-7019**

[www.ksinsurance.org](http://www.ksinsurance.org)

**REQUIREMENTS**

- Resident applicant must hold an active Property/Casualty agent license in Kansas, before applying for the excess and surplus lines license.
- New Issue: \$50 license fee and NAIC Uniform Application for Individual Insurance Producer License.
  - Online via the National Insurance Producer Registry ([www.nipr.com](http://www.nipr.com)) -or-
  - Print out the NAIC Uniform Application for Individual Insurance Producer and mail application to the Producers Division; 1300 S.W. Arrowhead Rd; Topeka, KS 66604. Applicants should indicate excess lines on page 2 of the Uniform Application. [http://www.naic.org/paper\\_licensing/paper\\_licensing\\_kansas.htm](http://www.naic.org/paper_licensing/paper_licensing_kansas.htm)
- Checks should be made payable to the Kansas Insurance Department and will be accepted from agencies or agents. If for any reason an agent's check is returned to this office, the agent will be held responsible for payment.
- NON-RESIDENT ONLY: Certification of insurance authority in the state of residence is verified through the National Association of Insurance Commissioners Producer Database (PDB).

**LICENSE ISSUED AND MAINTAINED**

- Upon processing the above material, the initial Kansas Excess and Surplus Lines License will be issued.
- Agents are required to maintain an accurate record of the business placed through listed non-admitted companies. Prior to placement of a risk, the agent is to confirm the excess lines company is listed in the state of Kansas. The agent is responsible to report all business placed through excess lines companies and pay applicable tax during the preceding year by MARCH 1 of the following year.
- The license is issued to the agent, not to an agency. The agent should retain the license at all times and SHOULD NOT GIVE THE LICENSE TO AN AGENCY OR COMPANY.

**LICENSE RENEWAL**

- \$50 License renewal is due each May 1, sent directly to each agent. Renewal of the excess lines license may be processed online via [www.nipr.com](http://www.nipr.com). THE PROCESSING OF LICENSE RENEWAL IS CONTINGENT UPON RECEIPT OF ALL REQUIRED TAX FORMS.

**OTHER IMPORTANT LICENSING INFORMATION**

- THE PROCESSING OF LICENSE RENEWAL IS CONTINGENT UPON RECEIPT OF ALL REQUIRED TAX FORMS.
- A material change, (name of agent, address, phone, fax, email address, or change of agency affiliation) must be reported to the Insurance Department within 30 days.
- Additional forms can be found on our website: [www.ksinsurance.org](http://www.ksinsurance.org)
- Provide ALL requested information, including Email address, as all Excess Lines correspondence, including tax collection issues, is handled electronically. Failure to provide this information may delay issuance of the license.