



Department of Business and Industry

Nevada Division of Insurance

1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706-7942 Phone: (775) 687-0700 Web: doi.nv.gov

MGA APPLICATION CHECKLIST

The following checklist is provided for managing general agents (MGA) applications. Because this application has not been digitized, all documents are submitted via email (preferred) or on paper. Any missing, incorrect, or incomplete documents can result in a delay in licensure approval or cause the application to be withdrawn-closed-as-incomplete. All items are due with the application. Fees are non-refundable. Firm applications require a designated responsible licensee (DRL). DRLs must hold an individual MGA license to quality.

1. Payment of all fees [check made out to "Nevada Division of Insurance" for paper applications, https://doi.nv.gov/uploadedFiles/doinvgov/public-documents/Licensing/NDOI_112_Incoming_Funds_Form_no_RTN.pdf for emailed applications]:
 - a. \$185.00 – application fee
 - b. \$15.00 – appointment fee (each appointment)*
 - c. (Firms or DRLs only) \$50.00 – affiliation fee for designated responsible licensed producer (DRL)
 - d. (Individuals/DRLs only) \$39.00 (for non-resident fingerprint hard card made payable to Nevada Department of Public Safety)
2. Uniform Application (linked) – Indicate MGA on applicable page.
 - a. <https://content.naic.org/sites/default/files/paper-licensing-individual-producer-app.docx>
 - b. <https://content.naic.org/sites/default/files/paper-licensing-be-producer-app.docx>
3. Appointment form (linked) (\$15 each) **fee to be appointed by the insurer.*
 - a. https://doi.nv.gov/uploadedFiles/doi.nv.gov/Content/Licensing/01_Appointment_Form.pdf
4. (Individuals/DRLs only) Fingerprint waiver (linked)
 - a. https://doi.nv.gov/uploadedFiles/doinvgov/Content/Licensing/Fingerprints_and_Background_Reports/DOI%20Fingerprint%20Background%20Waiver%205.13.25.pdf
5. (Individuals/DRLs only) Fingerprint receipt (with tracking control number-TCN) or fingerprint hard-card (non-resident).* [Hard Card Template](#)
6. (Firms/DRLs only) Affiliation form for the DRLP.
 - a. https://doi.nv.gov/uploadedFiles/doi.nv.gov/Content/Licensing/02_Affiliation_Form.pdf
7. (Firms/DRLs only) Affiliation fee \$50.00.
8. Bond for \$50,000 and power of attorney. Required for both individuals/DRLs and firms.
 - a. https://doi.nv.gov/uploadedFiles/doi.nv.gov/Content/Licensing/03_MGA_Bond_Template.pdf
9. Copy of agreement with insurer. Required for both individuals/DRLs and firms. (NAC 683A.470)

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10. Supporting documents for any “yes” answers to background questions.

- a. Personal statement
- b. Charging/Sentencing Documents
- c. Final Disposition/Resolution Documents or
- d. Compliance Documents/Judgment of Conviction

* If non-resident and you supply a fingerprint hard card, include a cashier’s check/money order for \$39.00 made payable to the Nevada Department of Public Safety.

<mailto:nevada.licensing@doi.nv.gov> or

Nevada Division of Insurance
1818 E. College Pkwy., Ste. 103
Carson City, NV 89706

Reason code for fingerprints

[NRS 683A.160](#)