## How to Create and Maintain Agency Associations and DRLPs

Nevada revised statutes require some licensed firms to designate a licensed person to be responsible for the firm's compliance with the insurance laws, rules and regulations of Nevada; this is known as a designated responsible licensed person, or DRLP. These firms must have at least one DRLP who actively holds the same license and each line of authority the business entity holds. This person can be a resident or non-resident, and firms can have as many DRLPs as needed to cover all lines of authority. The following license types require a firm to have a DRLP:

- General Agent for Bail firms
- Independent Adjuster firms
- Insurance Consultant firms
- Managing General Agent firms
- Motor Vehicle Damage Appraiser firms
- Producer firms
- Public Adjuster firms

Other license types require a licensed individual to be associated with a licensed firm, though not as a DRLP. These include:

- Escrow Officers
- Title Agents

Associating a new individual to a firm for any reason can be done through Sircon.

- 1. Go to Sircon.com/Nevada
- 2. Click Maintain Association

Welcome Nevada Producers!		
Consumers Lookup a License: Use the License Inquiry Service to verify individ	dual, agency, and company licenses.	
Licensees		
Apply for a License Check the Status of an Application	Renew or Reinstate a License Check the Status of a Renewal/Reinstatement	Change o Address
Request a Letter of Certification	Lookup Education Courses or Transcript	Check Pro
Maintain Agency Associations Change Agency Address Change Agency Email Address		
Create your Sircon account		
Individuals	Agencies	
	Learn More >	

3. Enter the agency's EIN or License Number and State (Nevada)

Please enter Sta f the EIN and Lio other.	te, and either EIN or License Number. You can enter both EIN and License Number. cense Number you entered does not match, no data will be retrieved. In that case, try to enter only one or the EIN
Home   Nev	Search Cancel

4. From this point you will use the Action dropdown menu to create, maintain or terminate an association

Individual Association Maintenan	ice	
•		
Firm		
Firm License Number		
Action	▼ * Required	
Search by.		
Last Name		
Note: If no individual criterion is entered, all individuals associated with the firm will be retrieved. SSN and Last Name are required when creating a new association.		
C	ontinue	
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## How to Create a New Association (\$50 State fee per association)

A. Enter the Action type as "Create" and enter the SSN and Last Name of the licensed individual you want to associate (or you can search by National Producer Number or Nevada License Number) then click "Continue"

Individual Association Maintenance
•
Firm
State NV
Firm License Number
Action Create   * Required
Search by: ONPN OLicense Number SSN
S S N
Last Name
Note: If no individual criterion is entered, all individuals associated with the firm will be retrieved. SSN and Last Name are required when creating a new association.
Continue Cancel
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B. Make the New Association "Dsgntd Resp Licensed Prdcr" and click "Create Association"

Individual Association Maintenance for the State of Nevada
Firm : Individual
Individual SSN City State Association There are no current associations.
New Association Dsgntd Resp Licensed Prdcr V
Create Association Cancel
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C. The Begin Date will automatically be prefilled to the current date – edit the date as needed (the Begin Date cannot be in the future) and click "Submit"

Individual As	sociation Maintenance for the State of Nevada
Firm : Individual : Action : Create	
	Association Position Date
	Dsgntd Resp Licensed Prdcr
	Submit Cancel
	State Information   NAIC Information   Drivery   Terms of Use   Usin   FAO   Live Chat
Home   News	State information   NAIC information   Privacy   Terms of Use   Help   FAQ   Live Chat
Home   News   1998-2	Submit       Cancel         State Information   NAIC Information   Privacy   Terms of Use   Help   FAQ   Live Chat         2022 Sircon Corp.   Email Support   877-876-4430   1500 Abbot Rd Ste.100   East Lansing, MI 48823

D. Review the association information then click "Continue" to accept and pay the association fees

Individual Association Maintenance		
Firm: Individual: Action: Create		
Fee Sun	nmary	
Fee Description		Fee Amount
State Fee by Association		
- Dsgntd Resp Licensed Prdcr		\$50.00
Sircon® Fee		\$3.50
Processing Fee		\$2.34
	Total Amount Due	\$55.84
Note: You will not be charged the above amount until you co proceed with the pa	mplete the payment process. Click the C ayment process.	ontinue button to
Revise Selection	Cancel	

## How to Maintain an Existing Association (no State fee)

NOTE: Existing Associations should only be edited if the End Date is set to expire and needs to be extended. If the association does not have an end date with the firm, do not edit the association.

A. From Step 4 above, enter the Action Type as "Maintain" then enter the SSN and Last Name of the associated individual you want to edit (or you can search by National Producer Number or Nevada License Number) then click "Continue"

Individual Association Maintenar	nce
¢.	
Firm	
State	NV
Firm License Number	
Action	Maintain 💙 * Required
Search by:	O NPN O License Number O SSN
SSN	
Last Name	
Note: If no individual criterion is enter SSN and Last Name av	ed, all individuals associated with the firm will be retrieved.
Con and East hame a	e required when eledang a new descelation.
	continue Cancel
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B. Click the Individual's name

Individ	ual Association I	Maintenan	ce for the St	ate o	f Nevada
Firm : Individua Action : N	I: Maintain				
	Individual	SSN	City CARSON CITY Cancel	State NV	e Association Designated Resp Lic Prdcr
Home   Copyrigh	News   State Informa t © 1998-2022 Sircon Co	tion   NAIC Inf	ormation   Priva t   877-876-4430	<b>су   Т</b> е 1500 А	erms of Use   Help   FAQ   Live Chat bbot Rd Ste.100   East Lansing, MI 48823

C. Using the "Maintain" feature will always auto-populate the End Date as the current date – if you submit the association transaction with the current date, Sircon will terminate the association at midnight. To extend the End Date, enter a future date that is equivalent to the firm's license expiration date or later (i.e. if the firm's expiration date is 6/30/2024, the Association End Date should be 6/30/2024 or later) then click "Submit"

Individ Firm : Individua Action :	ual Association M al : Maintain	Maintenance for the State of Nevada
	Association	Position Begin Date End Date
	Digina Resp Licensed	Submit Cancel
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D. Review the association information then click "Continue" to accept and pay the vendor and processing fee

Individual Association Maintenance	
Firm:	
Fee Summary	
Fee Description	Fee Amount
State Fee by Association	
- Dsgntd Resp Licensed Prdcr	\$0.00
Sircon® Fee	\$3.50
Processing Fee	\$0.20
Total Amour	nt Due \$3.70
Note: You will not be charged the above amount until you complete the payment proceed with the payment process.	process. Click the Continue button to
Revise Selection Continue Cancel	]

## How to Terminate an Existing Association (no State fee)

NOTE: Existing Associations should only be terminated once a licensed individual no longer works at the firm, as the termination date cannot be a date in the future. For firms requiring a DRLP, terminating a DRLP association will require the firm to associate a new DRLP. <u>Firms missing a DRLP cannot renew</u> their license.

A. From Step 4 above, enter the Action Type as "Terminate" then enter the SSN and Last Name of the associated individual you want to terminate (or you can search by National Producer Number or Nevada License Number) then click "Continue"

Individual Association Maintenance
Firm
State NV
Firm License Number
Action Terminate  * Required
Search by: ONPN OLicense Number SSN
SSN
Last Name
Note: If no individual criterion is entered, all individuals associated with the firm will be retrieved. SSN and Last Name are required when creating a new association.
Continue
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B. Using the "Terminate" feature will always auto-populate the End Date as the current date – modify the End Date as needed (the End Date cannot be in the future), then check the "Terminate" box and click "Terminate Association"\*

Individual Association Maintenance for the State of Nevada			
Firm : Individual :			
	SSN City State Association Terminate End Date xxx-xx- LAS NV Designated Resp Lic VEGAS NV Prdcr		
	Terminate Association Cancel		
*Some of the associa those associations. P	ns cannot be terminated electronically because of unsupported qualification ase contact state's insurance licensing department to terminate those assoc	tied with iations.	
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\*NOTE: If the "Terminate" checkbox is greyed out and cannot be selected, click "Cancel", repeat steps 1-4 starting on page 1 of this document, then choose "Maintain Association" from the Action dropdown menu in Sircon, then follow the instructions for "<u>How to Maintain an</u> <u>Existing Association</u>" on page 5 of this document.

C. Review the association information then click "Continue" to accept and pay the vendor and processing fee

Individual Association Maintenance			
Firm:			
Action: Terminate			
Fee Summary			
Fee Description	Fee Amount		
State Fee by Association			
- Dsgntd Resp Licensed Prdcr	\$0.00		
Sircon® Fee	\$3.50		
Processing Fee	\$0.20		
Total Amount Due	\$3.70		
Note: You will not be charged the above amount until you complete the payment process. Click the Continue button to proceed with the payment process.			
Revise Selection Continue Cancel			