

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:

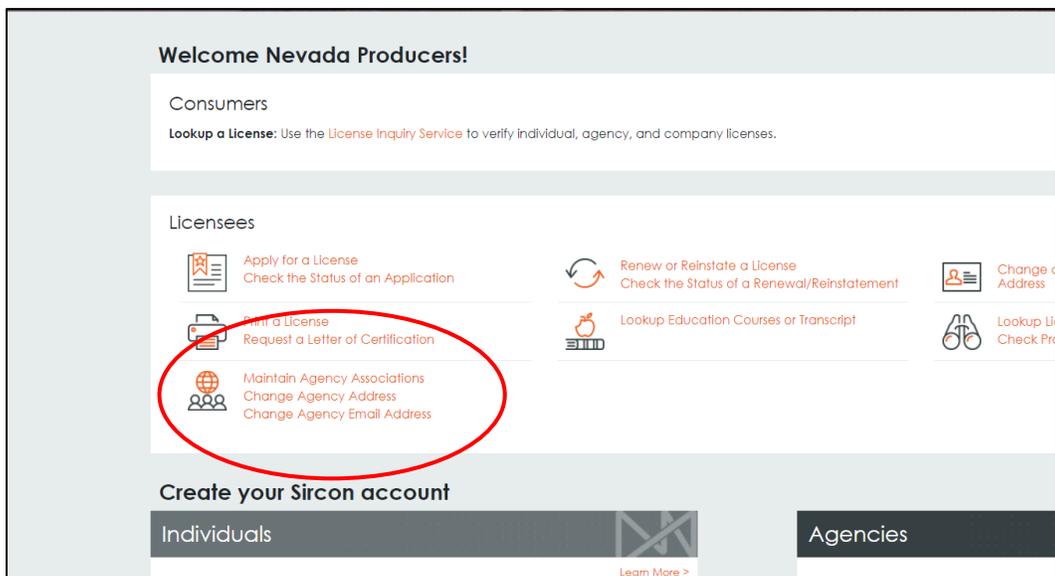
- General Agent for Bail firms
- Independent Adjuster firms
- Insurance Consultant firms
- Managing General Agent firms
- Motor Vehicle Damage Appraiser firms
- Producer firms
- Public Adjuster firms

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



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

Individual Association Maintenance

Please enter State, and either EIN or License Number. You can enter both EIN and License Number. If the EIN and License Number you entered does not match, no data will be retrieved. In that case, try to enter only one or the other.

EIN

or

License Number

and

State * Required

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

Individual Association Maintenance

Firm

State NV

Firm License Number

Action * Required

Search by: NPN License 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.

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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 [REDACTED]
State NV
Firm License Number [REDACTED]
Action * Required
Search by: NPN License Number SSN
SSN [REDACTED]
Last Name [REDACTED]

*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.*

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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 : [REDACTED]
Individual : [REDACTED]
Action : Create

Individual	SSN	City	State	Association
There are no current associations.				

New Association

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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 Maintenance

Firm [REDACTED]
State NV
Firm License Number [REDACTED]
Action: Maintain *Required
Search by: NPN License Number SSN
SSN [REDACTED]
Last Name [REDACTED]

*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.*

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- B. Click the Individual’s name

Individual Association Maintenance for the State of Nevada

Firm : [REDACTED]
Individual : [REDACTED]
Action : Maintain

Individual	SSN	City	State	Association
[REDACTED]	[REDACTED]	CARSON CITY	NV	Designated Resp Lic Prdcr

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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. Firms missing a DRLP cannot renew 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 * Required

Search by: NPN License 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.

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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 :

Action : Terminate

Individual	SSN	City	State	Association	Terminate	End Date
<input type="text"/>	xxx-xx- <input type="text"/>	LAS VEGAS	NV	Designated Resp Lic Prdcr	<input checked="" type="checkbox"/>	<input type="text"/>

**Some of the associations cannot be terminated electronically because of unsupported qualification tied with those associations. Please contact state's insurance licensing department to terminate those associations.*

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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 “**How to Maintain an Existing Association**” 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: [REDACTED]
Individual: [REDACTED]
Action: Terminate

Fee Summary	
Fee Description	Fee Amount
State Fee by Association	
[REDACTED] - 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.