

# CHECKLIST: KANSAS INITIAL RESIDENT PRODUCER

---

The purpose of this checklist is to assist the applicant in obtaining all requirements to successfully submit a new resident producer license application. This document is a tool and has no merit if a dispute arises on whether the Kansas Department of Insurance (“Department”) states a required item was not received. For additional information on licensing requirements or information, visit <https://insurance.kansas.gov/producer-licensing/>.

The applicant must be 18 years of age prior to applying for the resident producer license. Applications and fingerprints are valid for six months. As a result, the applicant must comply with all licensing requirements within six months of the date of the application.

While the documents below may be submitted at any time, obtaining the following items in the order they are listed will assist staff with processing the application as quickly as possible. **Exams can be taken any time during the process.**

1. **Date:** \_\_\_\_\_ **Tax Clearance Certificate.** Apply for a [tax clearance](#) certificate from the Kansas Department of Revenue and ensure the tax clearance certificate was issued. For additional information on tax clearances, click [here](#). Note: A tax clearance is valid for the period stated on the certificate of clearance and must be submitted to the Department, see step 5.
2. **Date:** \_\_\_\_\_ **Fingerprints & Submit to the Department:** Obtain fingerprints. Fingerprints are kept for six months and may be submitted prior to the application.
  - A. [Fingerprint FAQ](#) (including information on digital fingerprinting).
  - B. [Request a digital fingerprint appointment at the Kansas Department of Insurance \(Topeka, KS\)](#)
  - C. Digital fingerprinting will shorten the time the fingerprints are received and processed into the queue. Fingerprint cards must be mailed to the Department for processing.

Once you have obtained the above items:

3. **Date:** \_\_\_\_\_ **Submit an application:** Submit the NAIC Uniform Application for Individual Insurance Producer License on-line via the [National Insurance Producer Registry \(NIPR\)](#).
  - A. At the time you apply, you must pay an application fee of \$15 and a fingerprinting fee of \$60 by credit card or electronic check. Both fees are **nonrefundable**.
4. **Date:** \_\_\_\_\_ **Submit Tax Clearance:** Electronically upload the tax clearance certificate to the [NIPR Attachment Warehouse under Additional Licensing Documents](#). Choose the 2nd login option, entering the full SSN to move through the process. It may take up to 15 minutes for the Warehouse to become available after submitting the NIPR application. Your application will not be processed until the certificate has been received by the Department.
5. **Date:** \_\_\_\_\_ **FBI Waiver Form:** Electronically submit a Waiver agreement and FBI Privacy Act Statement ([Fingerprint Waiver Form](#)) to the Department. **Do not upload the FBI Waiver to the NIPR Attachment Warehouse.** Your fingerprints will not be processed until we have the application, waiver form, and tax clearance certificate.
6. **Date:** \_\_\_\_\_ **Exam:** Pass the appropriate [licensing examination](#). Exams are sent to SBS electronically the following business day. You may take and pass your exam prior to or after applying for your producer’s license. Exams are valid for 2 years after the date of the examination.