



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
Insurance Division – Agent Licensing  
500 James Robertson Parkway  
Nashville, TN 37243-1134  
615 741-2693

Fax: 615-532-2862

ce.agent.licensing@tn.gov

**LICENSING REQUIREMENTS FOR  
RESIDENT INSURANCE PRODUCERS REQUIRED TO TAKE EXAMINATIONS**

An “Insurance Producer” is a person required to be licensed under the laws of Tennessee to Sell, Solicit or Negotiate insurance.

**General Requirements**

1. The applicant is at least eighteen (18) years of age.
2. Resides in Tennessee.
3. The applicant is competent, trustworthy, financially responsible, and has a good business reputation.
4. The applicant is required to pass a written examination and complete a pre-licensing course of study thru an approved education provider for each line of insurance for which an insurance license is requested. Such course of study must consist of the following minimum number of hours. Approved education providers can be found at [www.statebasedsystems.com](http://www.statebasedsystems.com). Choose Tennessee as your jurisdiction and lookup for providers and courses.

| <b><u>Lines of Insurance</u></b> | <b><u>Number of Hours</u></b> |
|----------------------------------|-------------------------------|
| Life                             | 20                            |
| Accident & Health                | 20                            |
| Property                         | 20                            |
| Casualty                         | 20                            |
| Title                            | 20                            |
| Personal Lines                   | 20                            |

**Application Procedure**

1. Complete prelicensing education requirements through an approved prelicensing education provider for the line(s) of insurance for which you wish to be licensed (Provider will complete pre-licensing certification.)
2. Schedule your examination with PearsonVue online at <https://home.pearsonvue.com/tn/insurance> or contact them by phone: (800) 274-4957).  
You must present your Prelicensing Education Certificate at the exam site on the day of examination.
3. Fingerprint based background check is required -- see attached instructions. **To avoid delays, please complete your fingerprinting at least 2 business days prior to submitting your application for a license.**
4. Pass the required examination. PearsonVue will electronically submit your scores to the department.
5. Submit your application and filing fee (\$50.00) online at [www.nipr.com](http://www.nipr.com). **YOU MUST WAIT 48 HOURS FROM TAKING THE EXAMINATION TO SUBMIT YOUR APPLICATION ELECTRONICALLY.** Processing time for paper applications is 15 days from receipt in the Agent Licensing Section.
6. You will be issued a license by the Tennessee Department of Commerce and Insurance once you pass your examination and the Department of Commerce and Insurance is satisfied that you meet all other licensing requirements. **THE TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE MAKES THE FINAL DECISION AS TO WHETHER TO LICENSE ANY APPLICANT UNDER TENNESSEE INSURANCE LAW.**

*An insurance producer shall not act as an agent of an insurer unless the insurance producer becomes an appointed agent of that insurer. The appointing insurer shall file within fifteen days from the date the agency contract is executed or the first insurance application is submitted.*



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## Registering for Fingerprinting

### Online Registration

Available 24 hours a day, 7 days a week.

1. Go to [www.identogo.com](http://www.identogo.com)
2. Click on Tennessee map
3. Enter required information: name, agency (Department of Commerce and Insurance), choose type:

**TN Insurance Producer - ORI # TN920680Z (Transaction Type – IP)**

**TN Public Adjuster – ORI# TN920560Z**

**TN Navigator/CAC - ORI# TN920783Z**

4. Follow prompts for locations and payment

If you need assistance, call 1- (855) 226-2937 to speak to a representative.

**To avoid delays, please complete your fingerprinting at least 2 business days PRIOR to submitting your application at [www.nipr.com](http://www.nipr.com).**

**FINGERPRINTING**  
**APPLICANT RECORD NOTIFICATION**

**Notification**

Fingerprints submitted will be used to check the criminal history records of the TBI and FBI.

**Obtaining Copy**

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>

**Change, Correction or Updating**

Procedures for obtaining a change correction or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

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**PRELICENSING EDUCATION  
PROOF OF COMPLETION**

(Form Must Be Completed by Prelicensing Provider and Presented at the Exam Site)

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

| <i>Name of Provider</i> | <i>Authorization No.</i> | <i>No. of Hours</i> | <i>Lines of Insurance</i> | <i>Date Completed</i> |
|-------------------------|--------------------------|---------------------|---------------------------|-----------------------|
| 1. _____                |                          |                     |                           |                       |
| 2. _____                |                          |                     |                           |                       |
| 3. _____                |                          |                     |                           |                       |
| 4. _____                |                          |                     |                           |                       |

**TYPE OF LICENSE REQUESTED**

Life     Accident & Health     Property     Casualty     Personal Lines     Title

I certify that I personally completed the above course(s).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I certify that the above named student has successfully completed the prelicensing course listed above.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Name of Instructor (Typed or Printed)

\_\_\_\_\_  
Date