



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

LICENSING PROCEDURES
FOR AUTOMOBILE CLUB AGENTS (MOTOR CLUB AGENTS)

Requirements for an Automobile Club (Motor Club) Agent License

- (1) Completed and signed application
- (2) \$20.00 filing fee
- (3) Representative of the Club must sign and certify the relationship form
- (4) Applicant must hold a current insurance license with the State of Tennessee (excluding limited lines)
OR provide a Personnel Selection Report/Criminal Background Check with application for licensure
- (5) Note: All Automobile Club Agent licenses will expire annually on June 30

Renewal Period:

Renewal period begins forty-five prior to the license expiration date and can be submitted on www.NIPR.com.

Fees:

- (1) Application Filing Fee - \$20.00
- (2) Automobile Club Agent Renewal Fee - \$20.00

Mail completed application, relationship form, fee and all attachments to:

Tennessee Department of Commerce and Insurance
Agent Licensing Section
500 James Robertson Parkway
Nashville, TN 37243-1134

NOTE: BY DEPARTMENTAL REQUEST, PLEASE ENCLOSE MONEY ORDER, CERTIFIED CHECK OR CASHIERS CHECK FOR LICENSING FEES.

9. Has applicant ever been refused or had suspended or revoked a license to solicit automobile club, association memberships or insurance in any state? Yes No
If yes, give full explanation.

10. Has applicant ever been convicted of, or are currently charged with a criminal offense? Yes No

If yes, complete detail below and enclose copies of legal documentation and a written statement regarding offense(s).

Date of Offense _____ Offense _____

Time served in any penal institution: From _____ to _____

If more than one offense, list each offense separately.

11. Name of current employer: _____

12. Automobile Club or Association you are making application to represent (provide name of club):

I hereby certify upon my oath that all my answers supporting this application are true. Permission is granted to furnish the Tennessee Department of Commerce and Insurance a copy of the Personnel Selection Report/Criminal Background Check if needed.

Signature of Applicant

Date



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500 James Robertson Parkway
Nashville, TN 37243-1134
Phone (615) 741-2693

Fax: (615) 532-2862

Email: ce.agent.licensing@tn.gov

Auto Club Agent Relationship Form

To the Commissioner of the Tennessee Department of Commerce and Insurance:

In support of the attached application of _____
name of applicant
for a license to solicit automobile memberships on behalf of _____
name of automobile club or association

I hereby certify the following:

1. The applicant is a resident of the state of _____ and is at least 18 years of age.
2. I am an official of the automobile club or association making this certification and the applicant is personally known to me.
3. I have investigated the character and background of the applicant and am satisfied that he or she is trustworthy and qualified to act as a representative to solicit memberships on behalf of this automobile club or association pursuant to T.C.A. § 55-18-101 et seq.
4. I hereby attest that the above information and documentation provided is accurate and true to the best of my ability. I further understand that providing false information may result in the denial, suspension, or revocation of any license, certificate, or permit issued to this applicant.

Name and License Number of Club or Association

Address of Automobile Club or Association

Phone Number

By: _____
Printed Name/Official Title

Signature and Date

NOTE: Unless applicant holds a current insurance producer license (excluding limited line producer licenses) in the state of Tennessee, a criminal background report must be uploaded to the National Insurance Producer Registry (NIPR) warehouse at the time the application is submitted if submitted electronically or must be attached if submitted by paper application.