



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE

Insurance Division – Agent Licensing

500 James Robertson Parkway

Nashville, TN 37243-1134

Phone (615) 741-2693

Fax: (615) 532-2862

Email: [ce.agent.licensing@tn.gov](mailto:ce.agent.licensing@tn.gov)

**Request for Change of Address – Insurance Producer**

*For licensed insurance producers who have changed addresses but do not reside within the same state, submit the following form to the Department at [CE.Agent.Licensing@TN.gov](mailto:CE.Agent.Licensing@TN.gov). To change residency to Tennessee, a resident application is required. For licensed insurance producers who have changed addresses but still reside within their original resident state, update your address information at [www.NIPR.com](http://www.NIPR.com). Additionally, updates regarding phone numbers, email addresses, and name changes can be made at [www.NIPR.com](http://www.NIPR.com).*

**Insurance Producer's Name:** \_\_\_\_\_

**Tennessee License Number or NPN Number:** \_\_\_\_\_

**Complete the parts below for the address(es) that have changed.**

**Resident Address (P.O. Box is Not Accepted)**

Note: Pursuant to T.C.A. § 56-6-108(a)(1), do not submit this form until the producer has an active license in their new resident state. For questions, please call (615) 741-2693.

Previous Resident Address:

New Resident Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Business Address (P.O. Box is Not Accepted)**

Previous Business Address:

New Business Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Mailing Address (P.O. Box is Accepted)**

Previous Mailing Address:

New Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* – Every Tennessee-licensed insurance producer shall notify the Commissioner of the Tennessee Department of Commerce and Insurance of any change in their residential or business address within thirty (30) business days of the change pursuant to T.C.A. 56-6-107(g).

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