

# Arkansas Licensing Process



1. Obtain license application by visiting <http://www.state.ar.us/insurance>.
2. Complete the Arkansas State Police Form ASP-122 and \$22 cashier's check payable to the "Arkansas Insurance Department" (no personal checks accepted)
3. Apply on-line for your license with the National Insurance Producer Registry at [www.nipr.com](http://www.nipr.com).
  - a) Apply for the Resident Producer license.
  - b) License fee is \$70 plus \$5 for the on-line application fee.
4. Go to [www.statebasedsystems.com](http://www.statebasedsystems.com) to print your license.

**NOTE:** If you answer yes to any question on the Arkansas license application you must attach a statement detailing what occurred and what was the outcome of the occurrence. The application indicates what additional documentation is required.

5. Submit a copy of your license with the \$12 processing fee and your associate number by mail, email, or fax, to:  
LegalShield Licensing Department  
P.O. Box 1443, Ada, OK 74821  
Email: [licensing@legalshield.com](mailto:licensing@legalshield.com)  
Fax: (580) 436-7555
6. You will be notified when the appointment has been completed and you can begin marketing.

**LICENSE EXPIRATION:** The Arkansas license expires biennially on your birth month. The Arkansas appointment expires every year on June 30th.