

# Wisconsin Licensing Process

1. Contact the Wisconsin Insurance Department to apply for the Wisconsin Resident License at (608) 266-8699.
2. Schedule fingerprints through [www.fieldprintwisconsin.com](http://www.fieldprintwisconsin.com). The cost for the fingerprint process is \$39.
3. Apply online at [www.nipr.com](http://www.nipr.com) pay the \$75 fee.
4. Within 5-7 after applying, your license will be available for printing from the State Based Systems website at [www.statebasedsystems.com](http://www.statebasedsystems.com).
5. Submit a copy of your license, the \$20 appointment fee, and your associate number to:  
LegalShield Licensing Department  
P.O. Box 1443, Ada, OK 74821  
Email: [licensing@legalshield.com](mailto:licensing@legalshield.com)  
Fax: (580) 436-7555



**LICENSE EXPIRATION:** You will need to contact The Wisconsin Department of Insurance obtain the information for the license renewal. Appointments expire on December 31, however, if the appointments are not renewed on time they will be terminated prior to December 31, based on the specifics mandated by the state.