

# Tennessee Licensing Process

1. Complete the online license application with the National Insurance Producer Registry at [www.nipr.com](http://www.nipr.com) and pay \$50 fee online after completing the application.
2. Print a copy of your license from [www.statebasedsystems.com](http://www.statebasedsystems.com). Allow five to seven days for the state to process your application.
3. Submit a copy of your license, the \$33 appointment 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
4. You will be notified when the appointment has been completed and you can begin marketing.



**LICENSE EXPIRATION:** The Tennessee license will expire biennially on the anniversary of the date of issuance. As long as the license is renewed on time with Tennessee, the appointment will never expire. Please forward a copy of your renewed license to the LegalShield Licensing Department to update your records. You will be notified of the renewal.