

Contact Change Request (CCR)

Insurance Producers, Surplus Line Brokers, Adjusters and Motor Vehicle Damage Appraisers

To further the Department's commitment to enhancing operating efficiencies and streamlining the licensing process, the Rhode Island Insurance Division along with the National Association of Insurance Commissioners (NAIC) and the National Insurance Producer Registry (NIPR) is pleased to offer an electronic system for licensees to submit changes to physical addresses, email, telephone and fax information.

Insurers are mandated to utilize CCR for contact change requests. The Department strongly encourages individual licensees to utilize the CCR application for all contact change requests. To access the Contact Change Request Application please see the link below.

<https://pdb.nipr.com/my-nipr/main.htm?execution=e2s1>

You may also find the CCR link on www.nipr.com, under Other Services, by clicking on Contact Change Request, then click on the green **START** button to access the CCR application.

For questions please refer to the CCR User Guide link below.

https://pdb.nipr.com/apps/contact-change-request/ccr_user_guide.htm?_ga=1.240712454.42987616.1425483502

If further assistance is required please send your inquiry to dbr.inslic@dbr.ri.gov