



Department of Business Regulation
1511 Pontiac Avenue, Bldg. 69-2
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Contact Change Request Application (CCR) Insurance Producers, Adjusters, Motor Vehicle Damage Appraisers and Surplus Line Brokers

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 Insurance Producers, Adjusters, Motor Vehicle Damage Appraisers and Surplus Line Brokers to submit changes to physical addresses, email, telephone and fax information.

This new interface replaces the NIPR Address Change Request (ACR), which required individuals to have a resident license to change address information. The CCR application will allow contact changes for designated home state licensees, individual licensees without a resident license and inactive or expired licenses.

Insurers and other entities 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, click [here](#). 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 on this Bulletin, please refer to the [CCR User Guide](#), or you may contact the Rhode Island Insurance Division at dbr.insurance@dbr.ri.gov or 401-462-9520, prompt 2 (producers) or prompt 3 (adjusters/appraisers/surplus line brokers) for assistance.

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