

# How to Apply for a Non-Resident Business Entity License

Business Entity New Issue Resident

Go to [www.nipr.com](http://www.nipr.com)

1. Click on the "Apply for License" button
2. At "Know which application you need?" click on the words "Non-Resident Licensing"
3. Under "NRL State Requirements" scroll down and click on [Illinois](#)
4. Scroll to the bottom of this page and click on "APPLY HERE"
5. Scroll to bottom of the Use Agreement page and click on "Accept" This next page starts your application.
6. Sign-In page - fill in your resident state
7. Fill in your resident state license number
8. At "License Type" click the dot next to "Business"
9. At "What do you want to do:" click 1st dot by "Apply for a new Non-Resident License OR Resume and existing application."
10. At next box enter FEIN #. Click "Next"
11. STATE SELECTION page - select Illinois then select an agency type from the drop down box, then at "Agency Type:" select the type of legal business for which you are applying. Click "next"
12. LICENSE SELECTION page - select "Business Entity Producer" click on "Next"
13. LOA SELECTION page - At next page, we do not associate lines of authority so just click on "Next"
14. FEE DETAILS page - review and click on "Next"
15. BUSINESS DATA page - enter your business data paying special attention to the sections marked with a red \* click "Next" when done.
16. MAILING ADDRESS page - click "Next"
17. ALIASES page - Enter any alias, if none click "Next"
18. RESPONSIBLE PRODUCERS page - Add at least one Responsible license producer - Last name, First Name, SSN: and NPN, responsible producer must hold a license in Illinois or they cannot be added and the application process will stop; click on "Next"
19. OWNERS, PARTNERS, OFFICERS AND DIRECTORS page - identify all owners, partners, officers and director's names, titles, SSN/FEIN, entity type, owner- yes or no, % of ownership interest click "Next"
20. BACKGROUND QUESTIONS page - Answer all background questions, click "Next"
21. APPLICANT'S CERTIFICATION AND ATTESTATION page - review then scroll to bottom and click on the "Agree" box, click on "Next"
22. ALTERNATE EMAIL ADDRESSES page - if needed you may enter another email address, click on "Next"
23. SUBMITTER page - Enter the submitter information and click on "Next"
24. Please click the dot next to how you want to pay, billing details will automatically come up to the left, fill them in and press "Next"
- 25.

If you have any problems, please contact NIPR at 855-674-6477 or you can email them at [customerservice@nipr.com](mailto:customerservice@nipr.com)