

# How to Reinstate a Non-Resident Licence

Use step by step instructions below

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

1. Click on “**Apply for License**”
2. At “**Know which application you need?**” Click on “Non-Resident Licensing”
3. Under “**NRL State Requirements**” scroll down and click on Illinois.
4. Scroll down and click on “**APPLY HERE**”
5. Scroll to bottom of the **USE AGREEMENT** page and click on “Accept”
6. At “Resident State:” use the drop down and select your state.
7. At “License Type” click on the dot next to “Individual”
8. Click on the dot by “Apply for a new Resident License, add a Life of Authority, OR resume an existing application”.
9. At “SSN or FEIN” enter your SSN#
10. Enter Last name at next box then click “Next”
11. The next page lists the lines of authority (LOA) and License Class, chose the LOA you are reinstating, then click “Next”.
12. **PERSONAL DATA** page – please review and fill in the information paying special attention to the areas marked with a red \*
13. **BUSINESS DATA** page - At next page enter your business information, underneath you can give us your business address to be added to your record or just click on the dot by “Use Residential Address” Click on “Next”
14. **MAILING ADDRESS** page - At this page you may choose to give us a different mailing address or use your resident or business address, please choose one and click on “Next”
15. **ALIASES** page - At next page enter any Alias’ you may have used and click “Next”
16. **AGENCY OR BUSINESS ENTITY AFFILIATIONS** page - Illinois does not require affiliations, please scroll down and click on “Next”
17. **EMPLOYMENT HISTORY** page - At this page you must enter 5 years of employment history then click on “Next”
18. **BACKGROUND** page - Please answer all background questions following all instructions given, click “Next”
19. **APPLICANTS CERTIFICATION AND ATTESTATION** page - Read the Attestations and click on the dot by “Agree”, then click “Next”
20. **VERIFICATION EMAIL** page - Please enter an email address for a verification email then click “Next”
21. **SUBMITTER** page - At this page, if you are the producer please click the dot next to “Yourself” then click “Next”

If you are an Authorized Submitter you must complete all information, then click on “Next

1. **FEE DETAILS** page - The next page tells you what your fees are, review and click on “next” (your fee maybe prorated as our expiration dates are birth month)
2. Please click the dot next to how you want to pay; billing details will automatically come up on the left hand side of the screen, fill them in and press “Next”.

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)