

THE STATE



OF WYOMING

Dave Freudenthal  
Governor


***Insurance Department***

106 East 6<sup>th</sup> Avenue ♦ Cheyenne, Wyoming 82002

Ken Vines  
Commissioner

MEMORANDUM 02-2009

**To:** All Insurance Companies and Insurance Producers  
Transacting Business in Wyoming

**FROM:**  Ken Vines, Insurance Commissioner

**DATE:** September 18, 2009

**RE:** Guidance Regarding use of the NAIC/NIPR Attachments Warehouse  
for the Electronic Filing of Insurance Producer Licensing Documents

**Purpose**

The purpose of this Memorandum is to advise all insurance companies and insurance producers transacting business in Wyoming that the Wyoming Insurance Department will immediately begin to accept documents and notices submitted on behalf of insurance producers through the NAIC/NIPR Attachments Warehouse, which will allow for the electronic filing of insurance producer licensing related documents.

**Attachments Warehouse**

The Attachments Warehouse is a secure regulatory database which electronically receives, stores and shares with the states licensing documents that are submitted with respect to applications and/or renewals of insurance producer licenses through the National Insurance Producer Registry (NIPR), a nonprofit affiliate of the National Association of Insurance Commissioners (NAIC). If additional information in the form of documentation is required by the Wyoming Insurance Department with respect to an individual producer licensing transaction, this documentation may be submitted via the Attachments Warehouse.

**Notification and Reporting of Actions**

The Attachments Warehouse may be used to allow insurance producers to satisfy their regulatory requirements for the notification and reporting of administrative and criminal actions to the insurance commissioner pursuant to Wyo. Stat. § 26-9-216. Insurance producers may send the required notification and documents to the Attachments Warehouse electronically in lieu of faxing or mailing to the Wyoming Insurance Department.

The Wyoming Insurance Department is now accepting the electronic notification and reporting of actions submitted electronically to the Attachments Warehouse. Effective immediately, the Department will recognize that the reporting of the action to the Attachments Warehouse, the

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subsequent email alert to the Wyoming Insurance Department and the Department's ability to retrieve, review and download that attachment shall satisfy the statutory requirement of the producer to notify and report the action to the Wyoming Insurance Department.

**Questions**

For further information regarding the use of the Attachment Warehouse, please visit the NIPR website at [www.nipr.com](http://www.nipr.com).

For questions regarding this memorandum, please contact the Licensing Division of the Wyoming Insurance Department at (307) 777-7319.