

## **Missouri Business Entity License – On Line Application**

### **1. To Apply On Line**

The cost is \$100.00 for a two (2) year license and you pay on line through the process of the application.

- Go to website [www.nipr.com](http://www.nipr.com)
- On left side under **Products and Services** go to **Electronic Licensing** under **Resident**
- Click on **Initial License**
- Scroll down, click on **Begin**
- Read Agreement and at the bottom of the page, click on **Accept**
- Click on the state **Missouri**
- Complete application

### **2. Organizational Documents**

#### **Domestic Corporations, Limited Liability Companies or Limited Liability Partnerships:**

1. Certificate of Good Standing, Certificate of Incorporation or Certificate of Organization.  
The Certificate must be dated within the past year and be issued by the Missouri Secretary of State.

#### **Foreign Corporations, Limited Liability Companies or Limited Liability Partnerships:**

1. Certificate of Good Standing, Certificate of Incorporation or Certificate of Organization.  
The Certificate must be dated within the past year and be issued by the state granting authority to conduct business as a corporation or limited liability company.  
If the business entity has an office in the state of Missouri, the Certificate must be issued by the Missouri Secretary of State.

#### **Partnerships:**

1. Copy of the Registration of Fictitious Name issued by the Missouri Secretary of State.

#### **Sole Proprietorship:**

1. A Registration of Fictitious Name is not required.

#### **Other Requirements:**

1. A list of all branch offices conducting Missouri business (if applicable).
2. A list of all Missouri licensed Insurance Producers conducting business on behalf of the Business Entity Producer. This list should include legal names and social security number and Missouri Producer license numbers. The Business Entity Producer must have at least one Missouri licensed producer at each place of business.

#### **Fax the above to:**

**Missouri Department of Insurance  
Financial Institutions and Professional registration  
Attn: Shelly or Beth  
573-526-3416**

(04/02/2012)