

**TO:** All Pennsylvania Licensed Insurers and  
Other Interested Parties

**FROM:** Robert Downie, Director  
Bureau of Licensing & Enforcement

**DATE:** November 17, 2015

**RE:** Temporary Unavailability of Appointment  
and Termination Processing

**Effective November 18, 2015, the processing of company appointments and terminations will be temporarily disabled due to the conversion to a single line of authority of "No LOA Needed". This conversion is expected to be completed on November 23, 2015.**

**Please keep in mind that we allow an insurer 30 days processing time to submit an appointment or termination, so you will be able to process an appointment or termination electronically using a prior date (within the past 30 days) as soon as the conversion is complete.**

**For technical information such as codes changes, Vertafore customer support is available to assist with any questions or concerns you have regarding this conversion at 877-876-4420. NIPR Customer Service is also available for questions or additional information at [abpdirect@nipr.com](mailto:abpdirect@nipr.com). Questions for the Pennsylvania Insurance Department can be directed to [ra-in-producer@pa.gov](mailto:ra-in-producer@pa.gov).**