



Motor Club Renewal Application Checklist

It is important to note, any person, firm, corporation or association conducting business, within the State of NC, in any of these areas without a license/permit shall be guilty of a Class I misdemeanor. For more information re-lating to the exact laws and regulations cited in the North Carolina General Statutes, refer to NCGS Chapter 58/Article 69. For your convenience, we suggest having the following items readily available in order to assist in the completion of the electronic application for license renewal as a North Carolina motor club.

- √ New and/or Updated Personal Questionnaires (Form DOI-5MC) for all owners, governing members, and officers
- √ Certificate of Authority /Existence , The most recent from NC Secretary of State.
- √ Audited Corporate Financial Statements (**most recent year**)
 - ◇ *Reflects a positive net worth/equity of \$5,000 or more.*
 - ◇ *Prepared in accordance with Generally Accepted Accounting Principles(GAAP)*
- √ Surety Bonds (NEW and/or Continuation Certificate/Rider) can be electronic copies, it can be emailed to northcarolinalicensingoffice@pearson.com or attached on the renewal application.
 - ◇ **NEW Surety Bond** with Power of Attorney
 - ◇ Expiration date should not occur before June 30th
 - ◇ Bond Amount = \$50,000
 - ◇ **Continuation Certificate/Rider** with Power of Attorney
 - ◇ Expiration date should not occur before June 30th
- √ Non-refundable Statutory Licensing + Processing Fee (**payable to NC Department of Insurance**)
 - ◇ Payment Options: Credit Card or Check
 - ◇ Fees: \$638 (\$600/application + \$38/processing)
 - ◇ Branch Offices: \$100 each (if applicable) Franchise Fee: \$200 each (if applicable)
- √ **Mailing Address**
 - ◇ Payment & Other Documents
 - ◇ Overnight Delivery: Bank of America Lockbox Services, Lockbox #742175, 6000 Fieldwood Road, College Park, GA 30349
 - ◇ US Postal Service: NC/State of DOI, P.O. Box 742175, Atlanta, GA 30374-2175
 - ◇ Bonds & Bond Continuation Certificates: *(Electronic Bonds are now acceptable)*
 - ◇ Email the Bonds to NorthCarolinalicensingofficeNIBE@pearson.com or upload in the renewal application.
 - ◇ NC Dept. of Insurance, Agent Services Division, ATTN: NIBE Team, 1204 Mail Service Center, Raleigh, NC 27699-1204