

Be Ready Before You Begin!

Before you enter the FCNB Portal, please note the following information:

Internet Browser Requirements	For the online system to function properly, it is important that your browser is compatible with FCNB's portal. Please ensure that you are using the most recent version of your browser and that it is properly updated. Our portal works with any of Microsoft Explorer, Google Chrome, Firefox, or Safari.
Username	Your username is an email address that you provide. Please ensure that the email address you submit is used only by you and is checked regularly, as all notices from the system will be sent to that email address.
Sponsoring Insurer	If you are applying for an insurance agent/broker licence, you will need the name of the insurance company that is sponsoring your application. If you do not already have this information, please ask your employer.
Criminal Record Check	For a new licence application, you will be required to upload a copy of your Criminal Record Check. For information on the required criteria, please click here .
CIPR Number	All insurance applicants are required to obtain a Canadian Insurance Participant Registry (CIPR) number in order to apply for registration. Obtaining a CIPR number is free and can easily be done online, here or by clicking the link provided on the profile page.
Suitability Disclosures	If you disclose a potential suitability issue, you may be required to upload further documentation. Examples of potential suitability issues are, but not limited to, bankruptcies, disciplinary decisions, court judgments and criminal records. Additional information may be requested during the review of your application.
Trust Account	If you receive payments directly from clients, you are required to have a Trust Account(s) and will be required to provide the name and address of the financial institution(s) on your application.

Non-Resident

If you are applying for an insurance agent/broker licence and you are not a resident of New Brunswick, you are required to provide proof of your current licence in your home jurisdiction. This document must state that you are currently licensed and in good standing, must be no older than 60 days, indicate your licence type, start date and expiration date. Applicants may provide a copy of their license information from their regulator's website if it meets these requirements.

Educational Requirements

If you are applying as a new resident agent, broker or adjuster (from any jurisdiction), you will be required to upload a copy of your educational transcript indicating the required courses and exams have been successfully completed.

Brokerage/firm

If you are applying for an agent or broker licence, you will be required to enter the name, address and phone number for the agency(ies), brokerage(s) or other entity(ies) that you represent. If you are applying for an adjuster or damage appraiser licence, you will be asked to enter your employer's name, address and phone number. Be sure to have this information ready before you access the portal. If you use a corporation to receive any compensation from your licensed activity, please add particulars for this entity as well.

Regulatory & Licensing History

You will be asked to provide details of current and expired insurance licenses held in other jurisdictions. Please ensure you have details of the licence type, month and year of first issued, and month and year of current expiry.

You will be asked to confirm that since your last licence was issued you have not been refused any kind of professional registration or licensing to deal with the public, had any type of registration or licensing to deal with the public restricted, suspended, revoked, or cancelled, or been subject to discipline from, nor are you aware that you are currently the subject of an investigation by, a regulatory body in either Canada or the U.S. If you have been the subject of any of these actions, please ensure you have the details of these (dates, circumstances, correspondence) available to provide during the renewal process. Please be sure to upload any related documents and correspondence at the documents upload step.