

**Qualification Data Extract Order Form**

LIC DE 4 (Rev 1/2023)

Customer Name: \_\_\_\_\_ Order date: \_\_\_\_\_

Customer Company: \_\_\_\_\_ Telephone number (\_\_\_\_) \_\_\_\_\_

Customer E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

To place an order, please complete the following Order List form. The chart below the Order Form provides the "License Type" in Column A and the "Qualification Code" in Column B. The first item on the Order List is an example of how to order a list of all "Resident Insurance Producer (individual)," which is Code "RGENI," that hold an active California resident Life-Only agent license, which is Qualification Code "LO." The List Cost is provided on the following link: [Price List](#).

**Order List (filled out by the customer):**

| License Type  | Qualification Code | List Cost |
|---|--------------------|-----------|
| <b>Sample:</b>  |                    |           |
| <b>RGENI</b>  | <b>LO</b>          |           |
|   |                    | \$        |
|   |                    | \$        |
|   |                    | \$        |
| <b>Total Order Amount</b>                               |                    | \$        |
| <b>Sales Tax<sup>1</sup></b>                            |                    | \$        |
| <b>Total due to: California Department of Insurance</b> |                    | \$        |

| Code    | Column A Description                                  |
|---------|---|
| RGENI   | Resident Insurance Producer (Individual)              |
| RGENA   | Resident Insurance Producer (Agency)                  |
| NGENI   | Non-Resident Insurance Producer (Individual)          |
| NGENA   | Non-Resident Insurance Producer (Agency)              |
| BLI     | Bail (Individual)                                     |
| BLA     | Bail (Agency)   |
| RECC    | Resident Estate Cert. of Convenience                  |
| PI      | Apprentice Public Insurance Adjuster                  |
| RAJI    | Resident Adjuster (Individual)                        |
| RAJA    | Resident Adjuster (Agency)                            |
| NAJA    | Non-Resident Adjuster (Agency)                        |
| RIMG    | Reinsurance Intermediary Manager                      |
| RIBK    | Reinsurance Intermediary Broker                       |
| NPLBA   | Non-Resident Personal Lines Broker-Agent (Agency)     |
| NPLBI   | Non-Resident Personal Lines Broker-Agent (Individual) |
| RPLBA   | Resident Personal Lines Broker-Agent (Agency)         |
| RPLBI   | Resident Personal Lines Broker-Agent (Individual)     |
| RCIA    | Resident Credit Insurance Agent (Agency)              |
| RCII    | Resident Credit Insurance Agent (Individual)          |
| NCIA    | Non-Resident Credit Insurance Agent (Agency)          |
| NCII    | Non-Resident Credit Insurance Agent (Individual)      |
| REC-LIC | Recently Licensed From – (starting date mm/dd/yyyy)   |
| ALL     | (No restrictions on License Type)                     |

| Code         | Column B Qualification Type                          |
|--------------|--|
| AH           | Accident and Health Agent                            |
| LO or LO/AH* | Life-Only Agent                                      |
| AU           | Limited Lines Automobile                             |
| LA           | Life and Disability Analyst                          |
| LOLP         | Life-LTD to the Payment of Funeral & Burial Expenses |
| PR           | Property Broker-Agent                                |
| CA           | Casualty Broker-Agent                                |
| PR/CA*       | Property Broker-Agent and Casualty Broker-Agent      |
| VC           | Variable Contracts                                   |
| BA           | Bail Agent   |
| BP           | Bail Permittee                                       |
| BS           | Bail Solicitor                                       |
| CS           | Cargo Shipper's Agent                                |
| RA           | Registered Administrator (TPA)                       |
| AJ           | Insurance Adjuster                                   |
| MC           | Motor Club Agent                                     |
| PF           | Part Time Fraternal                                  |
| TA           | Travel Agent   |
| PJ           | Public Insurance Adjuster                            |
| SL           | Surplus Lines Broker                                 |
| SP           | Special Lines SL Broker                              |
| RC           | Rental Car Agent                                     |
| CI           | Credit Insurance Agent                               |
| PL           | Personal Lines Broker-Agent                          |
| ALL          | (No restrictions on Qualification Code)              |

\*To order the full life agent license mail list, without duplications, **only** order the LO license qualification. Also, for the full property and casualty broker-agent mailing list, without duplications, **only** order the CA license qualification.

<sup>1</sup> Customers that are **California** residents must add their local sales tax. Here is a link for California sales tax:

<http://www.cdtfa.ca.gov/taxes-and-fees/rates.aspx>. Send this completed form with your check to the California Department of Insurance, Attn: Mailing List Technician, 300 Capitol Mall, 16th Floor, Sacramento CA 95814-4313. For additional information, please e-mail the Producer Mailing List Technician at [listings@insurance.ca.gov](mailto:listings@insurance.ca.gov) or you may call (916) 492-3063 to leave a voice mail message.