

**DEPARTMENT OF INSURANCE**

ADMINISTRATION & LICENSING SERVICES BRANCH  
PRODUCER LICENSING BUREAU  
320 CAPITOL MALL  
SACRAMENTO, CA 95814  
(800) 967-9331 OR (916) 322-3555  
(FAX) (916) 327-6907  
www.insurance.ca.gov

**NOTICE**

**TO:** All Admitted Insurers, Insurance Producers, Independent and Public Adjusters and Other Interested Parties

**DATE:** May 4, 2009

**SUBJECT:** Notification of Fee Reduction and Paperless License

Effective July 1, 2009 the California Department of Insurance (CDI) will implement two significant changes that will affect both individuals and business entities who are licensed through its Producer Licensing Bureau. First, as reported in CDI's 2009-3 Bulletin, issued on March 26, 2009, CDI will be decreasing fees by six-percent for all insurers and insurance producers. The bulletin, including the new fee schedule may be accessed through the following webpage: <http://www.insurance.ca.gov/0250-insurers/0300-insurers/0200-bulletins/bulletin-notices-commiss-opinion/index.cfm>

Secondly, in keeping with Commissioner Poizner's strategic initiative to have 100 percent paperless interaction with agents, brokers and insurers by 2010, also effective on July 1, 2009 CDI will no longer print and mail hard copies of its licenses. Instead, individuals and business entities will receive an email with instructions and a website link to download their license from the CDI's website. To successfully download the license, individuals and business entities must complete the following steps:

**Step 1**

It is very important that individuals and business entities provide CDI with a current and valid email address so that they will be able to receive the email notification letting them know that the license has been issued and may be downloaded. Please confirm that your email address is accurate by reviewing your information located through the following webpage:

<https://interactive.web.insurance.ca.gov/flrs/addressChange/Welcome.jsp>

To ensure that you do not experience difficulty receiving emails from CDI, please confirm that your personal or network email spam filter accepts emails from @insurance.ca.gov. Individuals and business entities who do not receive the email notification will still be able to download their licenses but will need to repeatedly check CDI's website to determine whether their new license is ready to be downloaded.

**Step 2**

Beginning July 1, 2009 a webpage entitled "Obtain Your License Online" will appear on CDI's website under "Quick Links," "Online Services." On this webpage is where you will be able to download and print the license. To begin the downloading process, individuals will be required

to provide the last four digits of their social security number and either their birthdate or license number. Business entities will be required to provide their entire FEIN number and either an approved name or license number. There will be step-by-step instructions to guide the users through the process.

The license, which will be in the PDF format, will be encrypted to prevent any edits to be made. The license will also include a statement instructing consumers to check with CDI's website to validate the current status of a license. As a PDF attachment, the license maybe also emailed to others such as employers, potential employers, insurers, insurance agencies and managing general agents.

Please note that Section 1725 of the California Insurance Code, which requires Fire and Casualty Broker-Agents to prominently display the license in their office, will still apply.

Should you have any questions, please either email [Producer Licensing Bureau](#) or call the Producer Licensing Hotline at (800) 967-9331 or (916) 322-3555. For emails, please be sure to include your name, telephone number, license number and current e-mail address.