

DEPARTMENT OF INSURANCE

ADMINISTRATION & LICENSING SERVICES BRANCH

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(916) 327-6907 (FAX) - www.insurance.ca.gov**NOTICE****TO:** California Licensed Insurance Agencies and Other Interested Parties**DATE:** January 19, 2007**SUBJECT:** NEW ONLINE SERVICE FOR INSURANCE AGENCIES

Section 1661 of the California Insurance Code requires that whenever a licensed insurance agency requests to change, remove, or add the natural person or persons who are to transact insurance under the authority of the agency license, the agency shall immediately file an application that either endorses or terminates the person to that agency's license. Until now, the California Department of Insurance (CDI) only accepted the paper Business Entity Endorsement form to fulfill the requirements stated in Section 1661.

The CDI is now offering a new Business Entity Endorsement and Termination Online Service that enables insurance agencies (a.k.a. business entities) to endorse and/or terminate agents through the internet. This new service reduces the timeline for processing an endorsement or termination by several weeks. It provides for real-time entry of an endorsement or termination. Additionally, the new service will validate the agent information to ensure that the agent is eligible to be endorsed to the business entity license before sending the information electronically to the CDI.

There is no additional charge to use this service. Credit card transactions are encrypted for your protection. Fees for endorsements or terminations submitted online must be paid by VISA, MasterCard or American Express.

The Business Entity Endorsement and Termination Online Service is now available at the CDI Web site at www.insurance.ca.gov. Once on the CDI's Main Page, click on "Online Services," then click on "Business Entity Endorsement and Termination Services" to begin using this service.

For all questions regarding the Business Entity Endorsement and Termination Service, please call the CDI at (916) 492-3069. Also, questions and concerns can be submitted via e-mail at License.Bureau@insurance.ca.gov