

DEPARTMENT OF INSURANCE

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

**NOTICE**

TO: Insurance Producers, Insurers and Other Interested Parties

DATE: October 21, 2009

SUBJECT: Guidance Regarding Use of the NAIC/NIPR Attachments Warehouse for the Electronic Filing of Insurance Producer Licensing Documents

Purpose

The purpose of this notice is to advise all insurance companies and insurance producers transacting business in California that the California Department of Insurance (CDI) will immediately begin to accept documents and notices submitted on behalf of insurance producers through the NAIC/NIPR Attachments Warehouse, which will allow for the electronic filing of insurance producer licensing related documents.

Attachments Warehouse

The Attachments Warehouse is a secure regulatory database which electronically receives, stores and shares licensing documents with the States that are submitted with respect to applications and/or renewals of insurance producer licenses through the National Insurance Producer Registry (NIPR), a non-profit affiliate of the National Association of Insurance Commissioners (NAIC). If additional information in the form of documentation is required by CDI with respect to an individual producer licensing transaction, this documentation may be submitted via the Attachments Warehouse.

Notification and Reporting of Actions

The Attachments Warehouse may also be used to allow insurance producers to satisfy their regulatory requirements for the notification and reporting of administrative, criminal, and civil actions to the insurance commissioner pursuant to Section 1729.2 of the California Insurance Code. Insurance producers may use this service whether or not they previously used the Attachments Warehouse. Insurance producers may send the required notification and documents to the Attachments Warehouse electronically in lieu of faxing or mailing to CDI.

California is now accepting the electronic notification and reporting of actions submitted electronically to the Attachments Warehouse and will recognize that the reporting of the action to the Warehouse, the subsequent e-mail alert to CDI, and CDI's ability to retrieve, review and download that attachment shall satisfy the statutory requirements of the insurance producer to notify and report the action to CDI.

Effective Date

This notice shall take immediate effect.

Questions

For further information regarding the use of the Attachment Warehouse, please e-mail the Producer Licensing Bureau at <https://interactive.web.insurance.ca.gov/pli/servlet/InformationRequest> or call the CDI's Producer Licensing Bureau at (800) 967-9331 or (916) 322-3555. Please be sure to include your name, telephone number, license number and e-mail address in all correspondence with the CDI. You may also visit the NIPR website at www.nipr.com.