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CALIFORNIA INSURANCE COMMISSIONER

NOTICE

TO: All Insurers, Agents and Brokers, Education Providers, and Other Interested Parties

FROM: Licensing and Administrative Business Bureau

DATE: October 17, 2025

RE: New Sircon Online "Additional State Service Requests" to Submit Paper Forms and Pay Fees Electronically

Background

On August 19, 2019, the California Department of Insurance (Department) moved its online licensing services to Sircon, powered by Vertafore, to provide individuals and business entities the ability to submit license applications, license renewals, address changes, business entity endorsements and terminations electronically through www.sircon.com/california using credit cards or e-checks. In addition, Sircon online services provided improved license status records, license renewal notifications, and the ability for license applicants to attach required documents to their license applications.

Sircon Offers New Online Additional State Service Requests

The Department's Licensing Processing Section worked closely with Vertafore to launch Sircon's new online [Additional State Service Requests](#) service to allow the following ten paper forms to be submitted and the fees paid electronically:

- Agent Appointment/Affiliation Self-Termination - LIC 447-69
- Agent Endorsee/Association Self-Termination Notice - LIC 411-8B
- Agent Solicitor/Sponsorship Self-Termination Notice - LIC 417-32
- Bond of Cargo Shipper's Agent - LIC 447-70
- Bond of Insurance Broker - LIC 417-5
- Bond of Special Lines' Surplus Line Broker - LIC 447-32
- Bond of Surplus Line Broker - LIC 447-31
- Clearance letter - LIC 074
- Solicitor Appointment or Termination - LIC 417-31
- Surplus Line Endorsements Only – Business Entity Endorsement - LIC 411-8A

Steps to Add Required Items to the Requested Form

Several of the forms listed above have additional required items to be received at the time the forms can be processed. These additional items will need to be completed before accessing Sircon’s “Additional State Service Request” to submit the form and its required items. It is important to review the [Sircon's Additional State Service Requests Instructions](#) to see if the form you are submitting has additional required items.

How to Access the Additional State Service Requests Online Services

As stated on the “Review Additional Required Items” link above, please access Sircon’s [Additional State Service Requests](#) online services by the following these three steps:

1. Visit www.sircon.com/california
2. Select the “[Additional State Service Requests](#)” link in the center column
3. After opening the link, insert “California” in the space provided, the licensee’s last name, the licensee’s California license number, and select “Continue.” The licensee will be in the online service portal where the forms listed above are available to submit and pay the fee electronically.

After completing the form requirements and processing the payment online, this new online service electronically submits the form, additional required documents, and proof of payment to the Department’s Licensing Processing Section for the technician to begin their review of the documents received.

Contact Information

Please direct questions to Department’s Licensing Hotline at (800) 967-9331 or send an email to the Licensing Processing Section at CDIlicensing@insurance.ca.gov.