RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

DATE: March 20, 2026

TO: All Admitted Insurers, Insurance Producers, Bail Agents, Independent and Public Adjusters, Education Providers and Other Interested Parties

SUBJECT: Requirement to Report Changes in Background Information (Annual Reminder)

Reporting Requirement

California Insurance Code section 1729.2 requires all licensees and applicants to report, in writing, any changes in background information to the California Department of Insurance (Department) within 30 days of the date the licensee or applicant learns of the change in background information. For more information, see the Licensing Background Section website.

Who is Required to Report

The reporting requirements apply to all licensees and applicants. The reporting requirements also apply to any unlicensed officer, director, partner, member, or controlling person, or any other natural person named under a business entity license or application.

Please Note: No action is required if you have already disclosed the background change to the Department

Failure to Report Background Changes

Failing to report a change in background information within 30 days is grounds for discipline and may result in fines in addition to the revocation, suspension, or restriction of a license. Failing to report a change in background information for a pending license application may result in the denial of the application or in the issuance of a restricted license and fines.

How to Submit Reportable Background Changes

Required reportable background changes may be submitted to the Department through the online Background Change Disclosure Form and Instructions on the Department's website.

Documents Required for Reporting Background Changes

The following supporting documents are required:

- A comprehensive statement describing the underlying circumstances leading to the background change;
- Certified court documents showing the charges filed, final plea and sentence imposed;
- A copy of the arrest report/incident narrative from the law enforcement agency;
- Administrative or disciplinary documents identifying the violations alleged and the final decision; and
- Any other information relative to the change.

For Reporting Questions and Assistance

Direct questions about the background change reporting requirements to the Department's Licensing Background Section at LICBackgrounds@insurance.ca.gov.