

**DEPARTMENT OF INSURANCE**

ADMINISTRATION & LICENSING SERVICES BRANCH  
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**NOTICE**

**TO:** Admitted Insurers, Business Entities, Education Providers, and Other Interested Parties

**DATE:** May 31, 2018

**SUBJECT:** Individual Tax Identification Numbers Are Now Accepted

**Background**

California Insurance Code (CIC) section 1666.5(a) requires the California Department of Insurance (CDI) to collect a social security number if the license applicant or licensee is an individual applying for or renewing an insurance license. Senate Bill (SB) 788 (Lara, Chapter 487, Statutes of 2017) was signed by Governor Brown on October 4, 2017 and will take effect on July 1, 2018. This bill amends CIC section 1666.5, adding (a)(2) to require CDI to also accept individual tax identification numbers (ITIN) that are issued by the Internal Revenue Service on individual license applications and license renewals.

**ITINs Are Now Accepted**

As a result of the passage of SB 788, CDI has updated the programming of its online examination registration and online licensing systems to now accept an applicant's or a licensee's ITIN. Effective May 31, 2018, an applicant can complete their prelicensing education and register to take a [qualifying license examination](#) using his or her ITIN. After passing the license examination, the applicant can submit a CDI [FLASH online license application](#) using his or her ITIN. However, please note that the license cannot be issued until on or after July 1, 2018, when the new law becomes effective. In addition, insurance licensees' continuing education courses will now be uploaded into their license records using their ITINs and the licensees can submit their license renewals using their ITINs through CDI's [online renewal service](#).

**Issuance of Social Security Number\***

Once an individual that holds an ITIN qualifies for and is issued a social security number, the applicant or licensee shall immediately notify CDI by providing the appropriate documentation from the Social Security Administration.

**Questions**

For specific questions regarding this Notice, please e-mail the [Producer Licensing Bureau](#) or call CDI's Licensing Hotline at (800) 967-9331. Please include your name, telephone number, application identification number or insurance license number and e-mail address in all correspondence with CDI.

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\*Disclosure of your U.S. social security number is mandatory pursuant to; Cal. Family Code, § 17520(d); the Federal Tax Reform Act of 1976 (42 U.S.C. §405(c)(2)(C)(i)) and the Federal Welfare Reform Act of 1996 (42 U.S.C. §666).