

**DEPARTMENT OF INSURANCE**

ADMINISTRATION & LICENSING SERVICES BRANCH  
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[www.insurance.ca.gov](http://www.insurance.ca.gov)

**NOTICE**

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

**DATE:** October 9, 2009

**SUBJECT: Important – Changes to License Renewals – Please Read**

**License Renewal Notices**

Beginning with licenses that will expire on December 31, 2009, the California Department of Insurance (CDI) will no longer mail renewal notices to individuals and business entities licensed through CDI's Producer Licensing Bureau. Instead, CDI will email licensees a renewal notification to their email address on record. The email notification will include the license number, license term, license type, and information regarding their continuing education requirements.

**Instructions for Receiving Email Notifications**

To ensure that licensees receive their email renewal notification, it is recommended that licensees confirm the accuracy of their email address by reviewing CDI's Online Address Change service located on CDI's Main Page at [www.insurance.ca.gov](http://www.insurance.ca.gov), Quick Links/Online Services/On-Line Address Change. Additionally, licensees should confirm that their personal or network email spam filter accepts emails from @insurance.ca.gov. Individuals and business entities who do not receive the email notification will still be able to renew their license online by following the prompts on CDI's Online Renewal Service at the following website link: <http://www.insurance.ca.gov/0200-industry/0050-renew-license/0100-renew-online/index.cfm>.

**Instructions to Renew Licenses**

Once licensees receive the email notification, they may renew their license. The email notification will include website links to both CDI's online renewal service and the National Insurance Producer Registry's (NIPR) online renewal service. Both of these services include step-by-step instructions for completing the renewal. CDI's online renewal service may be used by both individuals and business entities. NIPR's online renewal service may only be used by individuals licensed as a "non-resident."

To expedite the renewal process, we strongly encourage licensees to use the online renewal services. However, if this is not possible, licensees may still complete and mail a renewal form with fees to CDI by following the instructions on the renewal form located on CDI's Website at [www.insurance.ca.gov](http://www.insurance.ca.gov). To retrieve this form, on the Main Page in the Search Box type "LIC 448-29A" for individuals or type "LIC 448-29B" for business entities.

If you have any questions regarding license renewal notifications, contact CDI's Producer Licensing Hotline at (800) 967-9331 or (916) 322-3555 or submit an email inquiry to CDI's Producer Licensing e-mail Service at the following website: (<http://www.insurance.ca.gov/0200-industry/0200-prod-licensing/0400-other-info/0800-questions-answers/education/continuing-ed/email.cfm>). For emails, please be sure to include your name, telephone number, license number and current e-mail address.