

DEPARTMENT OF INSURANCE

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**REVISED NOTICE**

TO: Insurance Agents and Brokers, Insurance Adjusters,
Insurers and Other Interested Parties

DATE: August 19, 2009

SUBJECT: Address Change Requests

One of Commissioner Poizner's strategic initiatives is to have 100 percent paperless interaction with agents, brokers, adjusters, and insurers by 2010. Consistent with this objective, effective September 1, 2009, the California Department of Insurance's Producer Licensing Bureau will only accept address change requests from its licensees through the Internet, **either through its free online address change service or the National Insurance Producer Registry online address service**. Address change requests consist of changes to mailing address, business address, residence address, e-mail address, residence telephone number and business telephone number.

Background

Since February 2006, CDI's Online Address Change Service has allowed both California resident and non-resident licensees to make address changes at no charge through the CDI Website at <http://www.insurance.ca.gov/0200-industry/0010-producer-online-services/0400-change-address/>. The online address change service is easy to use and immediately updates the licensee's records.

Exceptions

When moving from one state to another state, CDI must verify that the license information is valid. Therefore, the online service is unable to process such physical address changes. Consequently, licensees moving from one state to another state will still need to submit their mailing, business, and residence address changes to CDI by a letter, fax, or e-mail using the Change of Address, Form LIC 447-7 at <http://www.insurance.ca.gov/0200-industry/0040-seek-producer-forms/0100-broker-agents/upload/LIC4477AddChg.pdf>

If you have any questions regarding this notice, 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.