

**DEPARTMENT OF INSURANCE**

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**NOTICE**

**TO:** Admitted Insurers, Insurance Producers, Insurance Adjusters and Other Interested Parties

**DATE:** June 3, 2015

**SUBJECT:** Online Service Now Available for Expired Licenses

**Background**

The California Department of Insurance's (CDI) ever popular online renewal service has renewed hundreds of thousands of insurance producer and adjuster licenses since its inception in 2004. However, until now this service was not available to individuals and entities who wanted to renew their license after the license expired. Instead, the only method available for renewing expired licenses was to mail in a paper form and a check for the late penalty fee. The paper process is very laborious as it requires additional departmental resources creating delays for renewing expired licenses.

**Online Service Now Available for Expired Licenses**

Effective immediately, individuals and entities may use CDI's online service to renew expired insurance producer and insurance adjuster licenses. Instead of waiting several days for an expired license to renew, individuals and entities that use CDI's online renewal service to renew these licenses will be issued the license within 24 hours provided that all of the license renewal requirements have been met.

**How to Renew a License Online**

Individuals and business entities can renew their expired licenses using CDI's online service, by selecting the following link: <https://www.insurance.ca.gov/0200-industry/0010-producer-online-services/0300-free-renewal-service/index.cfm> Once at this website, follow the simple step-by-step instructions to renew your expired license.

Please note that, at this time, bail agents and credit insurance agents cannot use the online late renewal service.

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 CDI's Producer Licensing Hotline at (800) 967-9331. Please be sure to include your name, telephone number, license number and e-mail address in all correspondence with the CDI.