

DEPARTMENT OF INSURANCE

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**NOTICE**

TO: Surplus Line Brokers and Interested Parties
DATE: December 3, 2010
SUBJECT: Surplus Line Broker Online License Renewals

Background

Section 1655 of the California Insurance Code (CIC) requires license renewals for insurance producers to be filed electronically if the California Department of Insurance (CDI) has an online license renewal service available for the type of producer license to be renewed. Although CDI has an online license renewal service for several of its producer licenses such as the fire and casualty broker-agent license, it has not had an online renewal service available for the surplus line broker license.

Surplus Line Broker Online Renewals Now Available

Effective immediately, CDI's online license renewal service is now available to surplus line brokers (both individuals and business entities) via the website below. The website includes step-by-step instructions. <https://interactive.web.insurance.ca.gov/flrs/licenseRenewal/Welcome.jsp>

Please note that the online license renewal service only allows licensees to use the online renewal service once per renewal cycle. For instance, the online service is not designed to accept a renewal application for the fire and casualty license on one date and then accept a subsequent renewal application for the surplus line broker license on a later date. Attempts to do so will result in the surplus line broker being required to submit an online renewal submission for the fire and casualty license and a paper renewal application for the surplus line broker license which may result in delays to receive the licenses.

Exemption

Section 1655 of the CIC does allow that a licensee may, for good cause shown, request an exemption to the electronic filing requirement and instead submit a paper renewal application. Such an exemption can be requested by contacting CDI through the methods noted below.

Questions

If you have any questions regarding this notice, we encourage you to visit CDI's Website at www.insurance.ca.gov. You may also email the Producer Licensing Bureau at <https://interactive.web.insurance.ca.gov/pli/servlet/InformationRequest> or call the CDI's Producer Licensing Hotline 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.