

# TECHNICAL ADVISORY

TA 129

November 5, 1998

**SUBJECT:** Agents License Renewal Issues

**BACKGROUND:** Between November and May the Louisiana Department of Insurance (LDI) receives approximately 12,000 phone calls a month. The purpose of this advisory is to help and inform you in the renewal of your agents license and help the (LDI) in processing your license renewal. Please make every attempt to completely fill out your renewal application and carefully read the renewal instruction letter. If you still need help call the LDI at 225/342-0860

**MAIN POINTS:**

- 1) Change of Address: You must notify the LDI within 10 days on a change of address. You can notify them in writing by mailing the information to LDI, PO Box 94214, Baton Rouge, LA 70804-9214 or you can fax the information to 225/342-3078. There is a \$50.00 fine for failure to report your change of address.
- 2) Changes in Management, Ownership & Employees: These changes must be filled out on LDOI Form COR-1 as they occur. You can call the Forms Request Line at 225/342-0854 to obtain a copy of this form. There is no fee to add or delete officers or employees. There is a \$100.00 per occurrence fee for failure to notify LDI.
- 3) Company Appointments: Each agency must have at least one company appointment. Each agent must have a company appointment. There is a \$10.00 per agent fee for a company appointment. If you are a licensed agent and do not have a company appointment by May 1, 1999 you will be given 30 days to obtain an appointment.
- 4) Your license can be non-renewed for the following reasons:
  - Renewal application not properly filled out
  - Proper fee not submitted
  - Required number of CE hours not completed
  - Valid company appointment

5) At age 65 years of age or older you can be exempted from CE requirements if you meet the following criteria:

- Must be 65 years of age or older, with at least 15 years of experience as a licensed agent, broker or solicitor and either:
  - a) No longer actively engaged in the business of insurance and receiving social security benefits (if eligible)
  - b) Actively engaged in the business of insurance and represents or operates through a licensed Louisiana insurer.

There is a form (Form 65A) you need to fill out for exemption. Please call the Forms Request Line to obtain a copy of this form (225/342-0854)

6) Property and Casualty license renewals are scheduled to be mailed out around November 6, 1998. If you do not receive your license renewal by December 1, 1998, please call the LDI at 225/342-0860 for a duplicate renewal form.

7) A wall certificate will be mailed out sometime in June to verify the renewal of your license.

8) If you have lost or misplaced your plastic license number card a duplicate card can be issued for \$5.00. Mail your \$5.00 check and request for a duplicate card to LDI, PO Box 94214, Baton Rouge, LA 70804-9214.

9) The LDI has developed a web site with valuable information and answers to many of your questions. The web site address is [wwwldi.lidi.state.la.us](http://wwwldi.lidi.state.la.us).

10) Effective September 1, 1998 the life and health prelicensing instruction hours have changed from 16 hours to 32 hours.

**NECESSARY**

**ACTION:**

Please distribute this technical advisory to all licensed employees in your agency.