



STATE OF CONNECTICUT

INSURANCE DEPARTMENT

Letter of Clearance Request

A **Letter of Clearance** is issued for a Connecticut resident agent who is or has moved to another state and is applying for a resident license in their new home state.

*Note: Requesting a Letter of Clearance will cancel your Connecticut license and all company appointments will be canceled. The licensee is the only party authorized to request cancellation of his/her license.

Preferred method for submission is **Email:** cid.licensing@ct.gov, **Subject Line:** Letter of Clearance

Complete the following information:

1. Licensee's First/Last Name: _____
2. National Producer Number (NPN): _____
3. I have moved from CONNECTICUT to the State of _____
4. Please **CANCEL** my Connecticut Producer license and the Letter of Clearance will be sent to the email address I have on file.
Enter new email address if different: _____

Licensee's Signature: _____ Date: _____

Please allow 7- 10 business days for the letter of clearance to be issued.

PRODUCERS: Per C.G.S. 38a-702g, regarding PRODUCERS, if you obtain a license in your new home state within 90 days, we will reinstate your license as a non-resident with no application or fee required. Send an email to cid.licensing@ct.gov, advising that you have obtained your new resident state license.

NON-PRODUCER: MUST re-apply with a reinstatement application and fee. You may apply for the reinstatement by going to www.nipr.com. Under Licensing Center, select "Apply for a New License."

Email: cid.licensing@ct.gov - Phone: 860-297-3800 - Fax: 860-297-3978