



# STATE OF CONNECTICUT

## INSURANCE DEPARTMENT

### Moving Into or Out of Connecticut (Residency Change Request Form)

***This form is only to be used if you are moving into or out of the State of Connecticut.***

- \*If you are a Connecticut resident moving to another Connecticut address **or**  
\* If you have a nonresident Connecticut license and are moving within your state or to another state (not Connecticut), please update your demographics directly on our website at:  
[Update license Information \(address, email or individual name\)](#)

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1. Are you trying to change your Connecticut license from

Resident to Non-Resident

OR

Non-Resident to Resident

Note: You should contact your new resident state prior to making any changes to your Connecticut resident license. The new resident state may require a [Letter of Certification or Letter of Clearance](#) from Connecticut

#### Licensee's Information

2. Individual or Business Entity Name: \_\_\_\_\_
3. National Producer Number (NPN): \_\_\_\_\_
4. Individual last 4 digits of SSN or Business Entity last 4 digits of FEIN: \_\_\_\_\_
5. Type of License (i.e. Producer, Adjuster): \_\_\_\_\_

#### Demographic Changes

6. Old Resident Address: \_\_\_\_\_
7. Old Business Name/Address: \_\_\_\_\_  
\_\_\_\_\_
8. New Resident Address: \_\_\_\_\_
9. New Business Name: \_\_\_\_\_
10. New Business Address\*: \_\_\_\_\_
11. New Mailing Address: \_\_\_\_\_
12. Phone: Resident or Cell \_\_\_\_\_ Business \_\_\_\_\_ Ext. \_\_\_\_\_
13. Email: \_\_\_\_\_

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**IMPORTANT NOTE:** If you do not have a resident license showing on NIPR/PDB within **90 days** of this request, your non-resident Connecticut license will be cancelled.

\*The business address must be the physical location where you work.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email (if different from above): \_\_\_\_\_

Email completed forms to: [cid.licensing@ct.gov](mailto:cid.licensing@ct.gov), Attn: Residency Change Request

Incomplete forms will not be updated.