



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.

Please 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. (See reinstatement instructions at the bottom of this form).
- In most states, a Letter of Clearance may not be required, as they verify the Connecticut license through the National Insurance Producer Registry (NIPR).

Before proceeding with this Letter of Clearance form, please ensure you have contacted your new state of residence to determine if they require only a Residency Change.

- Have you contacted your new state of residence? Yes or No
- Do they require a Letter of Clearance or a Residency Change*?

**If only a Residency Change is required, please do not proceed with this form. Instead, you must complete the [Residency Change Request form](#).*

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

This form is **NOT** for canceling the entire license. To cancel the entire license, you will be required to complete the [Voluntary Surrender Request form](#).

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: _____

REINSTATEMENT OF LICENSE AFTER CANCELLATION

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 us that you have obtained your new resident state license.

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