

# Louisiana Department of Insurance

## Licensing Checklist

For Individual Resident and Nonresident Applicants

<b>Producer Applicant</b>	
<b>Resident</b>	<b>Nonresident</b>
<input type="checkbox"/> Form 1546A	<input type="checkbox"/> Form 1546A
<input type="checkbox"/> License Fee	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> License requiring exam: Submit applications and fees to Prometric	<input type="checkbox"/> License Fee
<input type="checkbox"/> License not requiring exam: Mail application and fees to the Louisiana Department of Insurance, P. O. Box 94214, Baton Rouge, LA 70804	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance, P. O. Box 94214, Baton Rouge, LA 70804
<input type="checkbox"/> Prelicensing certificate needed to sit for exam (course must be completed successfully no more than 12 months prior to taking the exam per Rule 9)	<input type="checkbox"/> Variable applicants must be registered and approved with FINRA and hold a current Life license and appointment with an insurer (both residents and non-residents) and submit a CRD report
<input type="checkbox"/> Variable applicants must be registered and approved with FINRA and hold a current Life license and appointment with an insurer (both residents and non-residents) and submit a CRD report	
<b>Surplus Lines Broker Applicant</b>	
<b>Resident</b>	<b>Nonresident</b>
<input type="checkbox"/> Form 1546A	<input type="checkbox"/> Form 1546A
<input type="checkbox"/> Have at least two years of property and casualty insurance experience with an insurer or be a licensed insurance producer for two years. If not a producer, you must submit, on company letterhead, evidence of two years of property and casualty experience	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> License Fee - \$250	<input type="checkbox"/> License Fee - \$250
<input type="checkbox"/> Submit application and fees to Prometric	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance, P. O. Box 94214, Baton Rouge, LA 70804
<b>Claims Adjuster Applicant</b>	
<b>Resident</b>	<b>Nonresident</b>
<input type="checkbox"/> Form 1546A	<input type="checkbox"/> Form 1546A
<input type="checkbox"/> License Fee of \$55	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> License requiring exam: Submit applications and fees to Prometric	<input type="checkbox"/> License Fee of \$55
<input type="checkbox"/> License not requiring exam: Mail application and fees to the Louisiana Department of Insurance, P. O. Box 94214, Baton Rouge, LA 70804	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance, P. O. Box 94214, Baton Rouge, LA 70804

<b>Public Adjuster Applicant</b>	
<b>Resident</b>	<b>Nonresident</b>
<input type="checkbox"/> Form 1546A	<input type="checkbox"/> Form 1546A
<input type="checkbox"/> License Fee of \$55	<input type="checkbox"/> License fee of \$55
<input type="checkbox"/> Submit application and fees to Prometric	<input type="checkbox"/> Nonresidents do not need to submit a Letter of Certification or printout from the Producer Database (PDB) as long as their current information is available on the PDB
<input type="checkbox"/> Evidence of Financial Responsibility: Submit to the Department of Insurance immediately upon passing the examination a \$50,000 surety bond or irrevocable letter of credit in the amount of \$50,000 issued by a qualified financial institution. This bond or letter of credit must be approved by the Department before a Public Adjuster license may be issued. (Bond Form may be found on the Department's Web site under Adjuster Licensing.)	<input type="checkbox"/> Evidence of Financial Responsibility: Submit either a \$50,000 surety bond or irrevocable letter of credit in the amount of \$50,000 issued by a qualified financial institution authorized to do business in Louisiana. (Bond Form may be found on the Department's Web site under Adjuster Licensing.)
	<input type="checkbox"/> Mail application and fees to the Louisiana Department of Insurance, P. O. Box 94214, Baton Rouge, LA 70804