

September 23, 2010

**PAPER RENEWALS NO LONGER AVAILABLE FOR INDIANA
NON-RESIDENT INSURANCE PRODUCERS AND AGENCIES**



The Indiana Department of Insurance is continually looking for ways to process license applications and renewals more efficiently. Currently, we provide the option to renew non-resident producer license electronically or by returning a paper copy and payment to the Department. Electronic renewals provide immediate confirmation and the ability to print a license while saving the Department time and money. Already, 80% of non-resident producers renew licenses electronically.

Beginning November 1, 2010, paper renewals will no longer be available. In addition, beginning on the same date, the Department will no longer mail a renewal notice through U.S. mail. **As of November 1, 2010, all renewal notices will be sent electronically to the email address we have on file through Sircon.** If we do not have a valid, current email address, a renewal notice will not be sent. Thus, it is very important that email addresses are provided, and updated, through Sircon.

To enter or update email address to use for non-resident producer license renewal notification and other Department notifications, follow the steps below. Individuals should have their social security number available, and agencies will need their employer identification number and producer license number. There is a \$2 fee to change a postal address, but confirming email address is correct can be made without incurring a charge.

- 1) Log on to Sircon at the following link: www.sircon.com/indiana
- 2) Click on "Update your email address" on the left side of the page
- 3) Choose "Individual" or "Firm"
- 4) Input the requested information
- 5) Enter your valid email address in the New Email Address field and click "Continue"
- 6) Click "Continue" to submit your updated email address to the state

If you are also changing your postal address, you can change your email address through the National Insurance Producer Registry (NIPR) at <https://pdb.nipr.com/ACR/SignIn>.

Indiana Code section 27-1-15.6-7 requires an insurance producer to maintain a current address with the Department, and the Department now requires a current email address as well as a physical address. Failure to provide a valid email address or inform the Department of a change in your email address could subject you to penalties under Indiana's insurance code.

If you have any problems updating your email address, please contact my staff at 317-232-2413.

Chet Pietras, Deputy Commissioner

