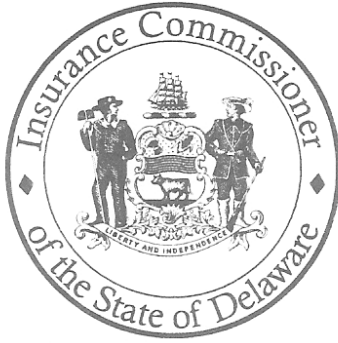


Insurance Commissioner



Department of Insurance  
841 Silver Lake Blvd.  
Dover, DE 19904-2465  
(302) 674-7300  
(302) 739-5280 fax

## Request for Letters of Certification/Clearance (\$5.00 Fee Per Letter)

Date \_\_\_\_\_

Please complete the following by indicating the number and type of Certification/Clearance Letters you are requesting.

Letter of Certification on an Individual \_\_\_\_\_

Letter of Certification on an Agency \_\_\_\_\_

Letter of Clearance \_\_\_\_\_

Please Note: When requesting a Letter of Clearance – all licenses for that licensee will be terminated.

\_\_\_\_\_  
Name of Licensee \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

License No. \_\_\_\_\_ License Type \_\_\_\_\_

Name of Agency \_\_\_\_\_ E.I.N. \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

License No. \_\_\_\_\_ License Type \_\_\_\_\_

\_\_\_\_\_  
Requested by: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_

(Clearance Letter requests must be signed by the licensee)

**NOTE: Each State Insurance Commissioner may verify the Producer's licensing status through the National Producer Database maintained by the National Association of Insurance Commissioners, its affiliates or subsidiaries. It may not be necessary to request a Letter of Certification. Please check with the State in which you are applying.**