

Bulletin 20-03

To: Insurance Producer Applicants and Insurers
From: Larry Deiter, Director
Date: April 17, 2020
Re: Temporary Insurance Producer Licenses

Temporary Insurance Producer Licenses

Due to the extraordinary circumstances of COVID-19, insurance producer examination vendors have been unable to administer examinations to applicants. The suspension of operations and/or closure of facilities by these third-party vendors has prevented prospective applicants from obtaining licensure and securing employment. Under the authority of SDCL §§[58-30-165](#) and [58-30-166](#), the Director of the South Dakota Division of Insurance (“Division”) has found that circumstances exist where the public interest will best be served by the issuance of temporary insurance producer licenses under the following guidelines:

Qualifications for Temporary License

1. Applications for temporary licenses will be available beginning April 20, 2020, and will be accepted until the COVID-19 emergency is concluded.
2. The applicant must be a South Dakota resident otherwise qualified for a producer’s license if the applicable insurance examination was available.
3. The applicant must complete a Temporary Producer License Application located on the Division’s website: dlr.sd.gov/insurance/producers/resident_producers_temp_licensing_info.aspx (link updated 4/18/2020)
4. The applicant must submit additional materials to supplement the application:
 - a. A completed Responsible Licensed Producer Form designating the South Dakota licensed producer responsible for the applicant’s activities during the temporary license period;
 - b. A copy of the applicant’s valid, acceptable form of identification;
 - c. A check for \$10.00; and
 - d. Any additional information required by the application questions.
5. Temporary license applicants may only apply for insurance lines held by their Responsible Licensed Producer.

Conditions of Temporary Licensure

1. Temporary licenses will automatically expire 180 days from the date of issue or 60 days after the COVID-19 emergency concludes, whichever is sooner. No exceptions will be made.
2. Temporary licenses are not renewable and do not qualify for license reciprocity in any other state or jurisdiction.
3. Temporary licensees must obtain company appointments and comply with the Insurance Code.
4. Temporary licensees may apply for a producer’s license once examination vendors have resumed operations. If an examination is passed and an application for a producer’s license is approved, the temporary license will terminate.
5. The Division of Insurance will contact applicants and licensees when the COVID-19 emergency has concluded, at which time no further temporary licenses will be issued for this emergency.

The Division appreciates patience as applications for temporary licensure will be processed manually. It is important for applicants to be responsive to Division inquiries during this time to expedite processing. Questions regarding this process should be directed to Division of Insurance, at 605.773.3563 or Insurance@state.sd.us.