



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

TO: All Insurers, Agents and Brokers, Adjusters, Bail Agents & Other Interested Parties

FROM: Licensing Services Division, Producer Licensing Bureau

DATE: July 11, 2019

SUBJECT: Update on CDI's Move to Sircon's Enhanced Online Services and the Launch of CDI's New Check License Application Status Service (CLASS)

On April 23, 2019, we provided notice that the California Department of Insurance (CDI) was moving its online licensing services to Sircon, powered by Vertafore and launching a new Check License Application Status Service (CLASS). We are pleased to inform you that we will make this transition on **Monday, August 19, 2019**. Below is important information related to the roll-out period. Please note that no licensing services will be available from 3:00 p.m. Pacific Time on August 8, 2019 through 5:00 p.m. Pacific Time on August 13, 2019.

The enhanced online services available through Sircon will provide individuals and business entities the ability to submit license applications, license renewals, address changes, business entity endorsements, and terminations electronically. In addition, Sircon's online services will include: improved license status records, improved license renewal notifications, enhanced business entity endorsement and termination services, the ability to submit background statements online, monthly invoices, and online payments using credit cards or e-checks; and, the license reinstatements will replace the late license renewal process.

Roll-Out Period

- All of CDI's online licensing programs will no longer be available to accept online license applications, renewals, address changes, endorsements, or terminations starting 3:00 p.m. Pacific Time on August 8th.
- To allow time for the transfer of data in CDI's current online licensing system to Sircon's enhanced online services no licensing services will be available after 3:00 p.m. Pacific Time on August 8th through 5:00 p.m. Pacific Time on August 13th. CDI will not be able to accept online or paper submissions during this time.
- CDI will be able to accept paper submissions only starting August 14th.
- Insurers, Agents and Brokers, Adjusters, Bail Agents, and other Interested Parties will be able to begin using the Sircon enhanced online services for online submissions to CDI starting August 19th.

Subscriptions Required for Online Submissions via Sircon

- After CDI's transition to Sircon on August 19th, Insurers, Agents and Brokers, Adjusters, Bail Agents, and other Interested Parties who currently use CDI's online licensing services

will need to subscribe to Sircon in order to be able to use the online services to submit license applications, renewals, address changes, endorsements, or terminations to CDI.

- Current Sircon subscribers will automatically have access to the services for California.
- To create a Sircon account, sign-up at the following:

Individuals – www.sircon.com/individuals

Business Entities – www.sircon.com/agencies

Insurers – www.sircon.com/carriers

NOTE:

- *Individuals and business entities may still submit paper license renewals, endorsements, and terminations to CDI.*

Fee Information

There will be no service fees for the submission of license applications online through Sircon's enhanced online services. Appointment and appointment termination service fees will remain the same. However, there will be fees for the following services:

- \$ 3.50 – Endorsements and endorsement terminations
- \$ 5.00 – Online license renewals
- \$ 6.00 – Letters of certification

Reminder: Launch of CDI's New Check License Application Status Service

As we mentioned in the April 2019 notice, CDI is pleased to re-announce the launch of our new Check License Application Status Service (CLASS). This service will be available beginning August 19, 2019. Whether you submitted your applications to CDI online through Sircon or by paper through the mail, CLASS will enable you to check the status of your applications, to view a list of the documents received by CDI, to view pending required documents, and to access and append applications by attaching pending documents to applications currently being processed. CLASS will provide information to individual applicants on how to submit fingerprints or to complete prelicensing education requirements and to business entities on how to submit required business documents as well as any required business-related items that are still needed. Once a license is approved and issued, CLASS will provide licensees with links to CDI's "Check License Status" and to "Print or Download Your License".

Contact Information

For Sircon account and subscription set-up or service-related questions regarding electronic processing through Sircon, please contact Sircon Support at (517) 381-3860.

For all other questions, please contact us in the Producer Licensing Bureau by email at LicDocuments@insurance.ca.gov or by telephone at (800) 967-9331.