



## LOUISIANA DEPARTMENT OF INSURANCE

JAMES J. DONELON  
COMMISSIONER

### BULLETIN 09-11 (REVISED AND REISSUED)

**TO: ALL INSURERS, ADJUSTERS OF ALL TYPES AND PRODUCERS  
LICENSED TO TRANSACT BUSINESS IN LOUISIANA**

**FROM: JAMES J. DONELON, COMMISSIONER OF INSURANCE**

**RE: CHANGE OF ADDRESS  
ELECTRONIC SUBMISSION REQUIRED**

**DATE: AUGUST 31, 2020**

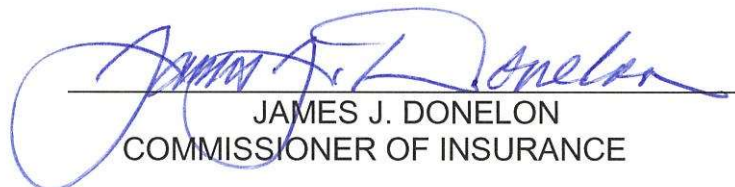
Bulletin 09-11, originally issued on December 1, 2009, is being amended to update the online options for processing electronic change of address requests, to include producer agencies and adjusters of all types, as well as to update contact information for questions regarding this Bulletin.

In order to streamline operations and to increase the efficiency of its regulatory processes, the Louisiana Department of Insurance (LDI) implemented changes to its procedures regarding requests for a change of address. It has been demonstrated that the electronic submission of information is much more efficient than the handling of paper submissions.

Individual insurance producers, producer agencies, claims adjusters, and public adjusters are required to submit address and email changes by electronic means. A licensee may submit a change of address or change of e-mail address by logging into the Producer/Adjuster module within Industry Access on the LDI's website. In addition, the LDI accepts electronic change of address requests through the National Insurance Producer Registry (NIPR) at <https://nipr.com/licensing-center/change-contact-info>. Any change of address request received in paper form will not be processed.

If there are any questions regarding this Bulletin, please contact the Deputy Commissioner for the Office of Licensing, electronically at [public@ldi.la.gov](mailto:public@ldi.la.gov).

Baton Rouge, Louisiana, this 31st day of August 2020.

  
JAMES J. DONELON  
COMMISSIONER OF INSURANCE



## LOUISIANA DEPARTMENT OF INSURANCE

JAMES J. DONELON  
COMMISSIONER

### **BULLETIN 09-10 (REVISED AND REISSUED)**

**TO: ALL INSURERS AND PRODUCERS LICENSED TO TRANSACT  
BUSINESS IN LOUISIANA**

**FROM: JAMES J. DONELON, COMMISSIONER OF INSURANCE**

**RE: APPOINTMENTS AND TERMINATIONS OF INSURANCE PRODUCERS  
ELECTRONIC SUBMISSION REQUIRED**

**DATE: AUGUST 31, 2020**

Bulletin 09-10, originally issued on December 1, 2009, is hereby revised and reissued for the purpose of updating and providing the current web address for the National Insurance Producer Registry (NIPR).

In order to streamline operations and to increase the efficiency of its regulatory processes, the Louisiana Department of Insurance (LDI) made the determination to accept only electronic submissions for appointments and terminations of insurance producers. The LDI receives in excess of 550,000 annual requests for revisions to the information maintained in the various LDI databases, including company producer appointments and terminations. It has been demonstrated that the electronic submission of information is much more efficient than the handling of paper submissions.

The LDI accepts electronic appointments and terminations exclusively through the NIPR and its authorized business partners. This bulletin is a reminder that any appointments or terminations received in paper form will be returned to the submitter unprocessed unless an exception is applicable. The LDI provides an exception to the electronic submission requirement for those companies that annually appoint or terminate fifteen (15) or fewer producers.

This bulletin will serve to advise insurers and producers that the NIPR and a list of its authorized business partners can be accessed at <https://nipr.com/products-and-services/nipr-gateway/authorized-business-partners>.

Bulletin 09-10 (REVISED & REISSUED)  
August 31, 2020  
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If there are any questions regarding this Bulletin, please contact the Deputy Commissioner for the Office of Licensing, electronically at [public@ldi.la.gov](mailto:public@ldi.la.gov).

Baton Rouge, Louisiana, this 31st day of August, 2020.



JAMES J. DONELON  
COMMISSIONER OF INSURANCE