



COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
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INITIAL INSURANCE PRODUCER LICENSING PROCESS

Please follow the attached instructions before applying for a new insurance producer license. (**NOTE: The pre-licensing education and fingerprinting portion of these instructions do not apply to individuals adding a line of authority to an existing producer license. If adding a line of authority to an existing license, you may submit a licensing application online at www.sircon.com/pennsylvania or www.nipr.com**).

Pre-Licensing Education

- You must first complete 24 hours of pre-licensing education credits. A listing of approved courses can be obtained at <http://www.sircon.com/pennsylvania> by following these steps:
 - click on “look up education courses/credits”
 - select “approved courses inquiry”
 - choose Pennsylvania as your state and then click the “submit” button
 - change the education type to “pre-licensing education”
 - select your preferred instruction method or leave blank and then click the “submit” button - by clicking on the provider’s name you will then be given contact information and a link to available course offerings for that particular provider.
- The course provider will issue you a certificate of completion after you have successfully finished your pre-licensing education course.

Examination and Fingerprinting

- After you have completed the pre-licensing education requirements, register for the examination by contacting PSI Services LLC (PSI) at www.psiexams.com or 1-800-733-9267.
- Once your examination has been scheduled, **you must bring a copy of your pre-licensing education certificate of completion and a valid form of identification with you to the testing center.** Examples of acceptable identification would be a U.S. government-issued document such as a passport, state-issued driver’s license or identification card or military identification. The document must have a current photo and your signature and the name on the identification must be the same as the name used to register for the examination. **It is also strongly recommended that you bring a credit card with you (Visa, MasterCard or American Express) since you will be able to apply for your license at the testing center through Sircon or NIPR once you pass your exam.**

- **Fingerprinting is required of all initial applicants for a resident producer license and must be done in any of the Pennsylvania PSI testing centers.** You will be supplied with detailed fingerprinting instructions at the PSI testing center after passing your exam. Please note that PSI charges a \$15 fee to process your fingerprints. This fee must be paid with VISA, MasterCard, company check, money order, or cashier's check directly to PSI at the testing center.

Applying for Your License

- Once you have passed your exam, you are now eligible to apply for your producer license. You will be given the opportunity to submit a licensing application online through Sircon at <http://www.sircon.com/pennsylvania> or NIPR at www.nipr.com immediately after passing the exam. It is recommended that you apply electronically at the testing center to expedite the licensing process. The initial licensing application fee is \$55 and the fingerprinting fee (charged by the PA State Police and FBI) is \$27.75.
- For situations where an examination is not required (limited lines producer license, change of home state provision or the holding of a professional designation such as CIC, CPCU or CLU), we request that you apply electronically through Sircon at <http://www.sircon.com/pennsylvania> or NIPR at www.nipr.com to expedite the licensing process. You will then have to submit your fingerprints at a PSI testing center in Pennsylvania. A listing of testing center locations and recommended walk-in fingerprinting hours can be found on PSI's web site at: The option to apply using a paper application is available only if you are unable to apply online. Be advised that the paper licensing process will be less convenient and may take considerably longer than the electronic method. If you must apply via paper, an application can be obtained from our web site at www.insurance.pa.gov. You must include a cover letter explaining why you are unable to apply online; otherwise, the application will be returned along with a letter telling you to apply online. You will need to include the application fee and fingerprinting fee with your application (\$55 application fee and \$27.75 fingerprinting fee for a total of \$82.75). Once we receive your application and the correct fee(s), we will mail you a receipt for the \$27.75 fingerprinting fee. You will then have to submit your fingerprints at a PSI testing center in Pennsylvania. A listing of testing center locations and recommended walk-in fingerprinting hours can be found on PSI's web site at: <http://www.psonline.com/PROGRAMS/PA%20Fingerprint%20hours.pdf>. You must take the receipt showing you paid the \$27.75 fingerprinting fee with you to the PSI testing center in order to be fingerprinted.
- You must take the online confirmation page from Sircon or NIPR with you to the PSI testing center in order to be fingerprinted.
- The option to apply using a paper application is available only if you are unable to apply online. Be advised that the paper licensing process will be less convenient and may take considerably longer than the electronic method. If you must apply via paper, an application can be obtained from our web site at www.insurance.pa.gov. You must include a cover letter explaining why you are unable to apply online; otherwise, the application will be returned along with a letter telling you to apply online. You will need to include the application fee and fingerprinting fee with your application (\$55 application fee and \$27.75 fingerprinting fee for a total of \$82.75). Once we receive your application and the correct fee(s), we will mail you a receipt for the \$27.75 fingerprinting fee. You will then have to submit your fingerprints at a PSI testing center in Pennsylvania. A listing of testing center locations and recommended walk-in fingerprinting hours can be found on PSI's web site at: <http://www.psonline.com/PROGRAMS/PA%20Fingerprint%20hours.pdf>. You must take the receipt showing you paid the \$27.75 fingerprinting fee with you to the PSI testing center in order to be fingerprinted.
- **You may view the status of your license application on our web site at www.insurance.pa.gov. Once your license has been issued, you may print your license from our web site. Please be advised that the Department no longer mails licenses.**