



COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
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INITIAL INDIVIDUAL NAVIGATOR OR EXCHANGE ASSISTER REGISTRATION – ONLINE PROCESS

Please follow these instructions in order to apply online for a new individual navigator or exchange assister registration:

- Submit your registration application electronically through Sircon at <http://www.sircon.com/pennsylvania>. You will be charged a total of \$31.00 (\$1.00 application fee, \$25.00 fingerprinting fee, and \$5.00 service fee). Sircon accepts Visa, MasterCard, American Express, and electronic checks. Be sure to print and maintain a copy of the confirmation of payment page upon application submission, as well as a copy of the application, for your own records. DO NOT mail the application to the Insurance Department.
- **You must also submit documentation with your registration application that you are approved by CMS to operate as a navigator or exchange assister.** At the end of the online application process, you will be given the opportunity to attach this documentation to your application. This is the recommended method, but if you are unable to attach the information to your online application, you may email the information to ra-in-producer@pa.gov or fax to 717-787-8553.
- If one or more background questions is answered “yes”, please attach documentation to your online application or to the Department by following the instructions provided above.
- Fingerprinting is required of all initial applicants for an individual navigator or exchange assister registration and must be completed in any of the PSI testing centers located 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 online confirmation page from Sircon, as well as a current photo ID such as a driver’s license, to the PSI testing center in order to be fingerprinted. In addition, 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.
- **You may view the status of your application on our web site at www.insurance.pa.gov/licenses. Once your registration has been issued, you may obtain your registration number and print your registration certificate from our web site.**