



How to Apply for a Temporary Individual Resident Producer License:

- An insurance company holding an active certificate of authority in Pennsylvania must sponsor (“Sponsoring Insurer”) the individual for temporary licensure. The individual need not be an employee of the insurance company but must be actively appointed to represent the Sponsoring Insurer. The sponsoring insurer must be authorized to write the line(s) of insurance in which the individual is applying.
- Only the Sponsoring Insurer is permitted to submit applications on behalf of individuals for temporary licensure.
- Sponsoring Insurers must submit applications for the temporary license electronically at www.sircon.com/ through a subscriber account. To apply for the temporary license, the sponsoring insurer must be a Sircon account holder. If the Sponsoring Insurer does not have a Sircon account, go to www.sircon.com/products/carriers/signup/ and follow the instructions to establish an account.
 - Sponsoring Insurers will submit applications for the temporary license on behalf of the applicant. Please be prepared to provide information such as employment history, demographic information, and background questions on the applicant’s behalf. During the application process you will be required to provide the name and NAIC number of the Sponsoring Insurer as well as the name and the a fully-licensed Pennsylvania resident insurance producer in good standing with the Department or, where applicable, a FINRA licensed registered principal.
 - All temporary producer license applicants must complete 24 credit hours of pre-licensing education conducted by a Department approved education provider within the past year. The education provider will report the course completion to the Department. If the temporary producer license applicant is not able to find web-based, pre-licensing education through a Commonwealth provider, the Sponsoring Insurer must certify to the Department that the insurer has conducted 24 hours of its own pre-licensing education for the individual applicant. A certification statement must be provided which can be attached to the license application electronically via Sircon's website at <https://www.sircon.com/pennsylvania> under the "check license application status" area after the application has been submitted. If you are unable to attach the certification statement electronically, email to the Department at ra-in-producer@pa.gov.
 - The license application will be submitted electronically by the Sponsoring Insurer to the Pennsylvania Insurance Department (Department) through Sircon. The \$55 application fee will be paid via the Sponsoring Insurer’s subscriber account at the time of application submission.
- All temporary producer license candidates, after a license application has been submitted, must be fingerprinted at an Identogo enrollment center. To pre-register and schedule a fingerprinting appointment, go to uenroll.identogo.com and enter service code 1KG8Q3.
- [Please refer to the Department’s Notice 2020-12](#) for a complete list of prerequisites, terms and conditions, and instructions for the temporary resident producer application and licensure.
- Beginning March 19, 2020, all insurance examination centers closed in Pennsylvania to slow the spread of COVID-19 in the Commonwealth. The Department’s examination vendor, PSI, will resume testing as soon as it is safe to do so. Please continue to monitor the Department’s website for exam center updates and additional guidance to transition temporary licenses into full resident producer licenses.