



**COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
1209 Strawberry Square
Harrisburg, PA 17120
Phone (717) 787-3840
Fax (717) 787-8553
www.insurance.pa.gov**

INITIAL EXCHANGE ASSISTER REGISTRATION - PAPER PROCESS

Please follow these instructions in order to apply for a new exchange assister registration via paper process:

- You must complete Pennie Assister Training. For information on Assister Training, please email – assisters@pennie.com or call Pennie Outreach at (717) 460-7307.
- Complete the registration application and submit the completed application and specified fee to the Department. You must also submit proof of completion of Pennie training by providing a copy of your training completion certificate.
- The option to apply using a paper application should only be used if you are unable to apply online via www.sircon.com/pennsylvania, as the paper licensing process will be less convenient and may take considerably longer than the electronic method.
- You must include the \$1.00 application fee with your application – check or money order, payable to the Commonwealth of PA. Cash payment is not accepted.
- Fingerprinting is required of all initial applicants for an individual exchange assister registration and must be completed at an Identogo enrollment center. To pre-register and schedule a fingerprinting appointment online, go to <https://uenroll.identogo.com> – enter service code 1KG8Q3. To pre-register and schedule an appointment via telephone, please call 844-321-2101 Monday through Friday, 8 A.M. to 6 P.M. EST.
- The total fingerprinting fee is \$23.85. Payment is made at the Identogo center after the applicant's fingerprints have been submitted. Credit card, debit card, certified check or money order, are the only payment methods accepted. No cash transactions or personal checks will be accepted.
- You may view the status of your application on our website at www.insurance.pa.gov/licensees. Once your registration has been issued, you may obtain your registration number and print your registration certificate from our website.

Overview of Fees

- Exchange assister registration application fee = \$1.00
- Fingerprinting processing fees = \$23.85 – will be paid at the time of fingerprint submission at an Identogo center