



NEW YORK STATE  
DEPARTMENT *of*  
FINANCIAL SERVICES

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This letter provides information regarding Letters of Clearance.

A Letter of Clearance cannot be issued if your declared home state is New York. Your New York State licensing information is included in the National Producer Database.

If you have declared a state other than New York as your home state, you must change your licenses to non-resident status by providing us with your current residence, business, and mailing addresses as well as with your declared home state; please complete the information requested below and return to this office. Home state means the District of Columbia or any state or territory of the United States in which an insurance producer maintains his, her or its principal place of residence or principal place of business AND is licensed to act as an insurance producer. Please note if either your residence or business address has a post office box, it will be necessary for you to furnish a street address also.

Please be advised that a producer who changes his, her or its home state must obtain a resident license in the new home state within 30 days which information must be included in the National Producer Database. If a resident license is not obtained in the new home state within the required time period, you will be in violation of the New York Insurance Law.

LICENSING BUREAU  
(518) 474-6630

Enc.

Licensee Name \_\_\_\_\_

NY License Number(s) : \_\_\_\_\_ Declared Home State: \_\_\_\_\_

Residence:

Business:

Mailing:

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

