

**OFFICE OF THE COMMISSIONER OF INSURANCE
STATE OF LOUISIANA**

P.O. Box 94214
Baton Rouge, LA 70804-9214

Phone (225) 342-0860
Fax (225) 342-3754
<http://www.lidi.la.us>

STATE-TO-STATE ADDRESS TRANSFER FORM

- **Your plastic license card must be returned with this completed form.**
- **In order to receive a corrected license card, a \$15.00 fee must be submitted.**

LICENSE INFORMATION			
Name		Louisiana License Number	
Business Phone Number ()	Resident Phone Number ()	Business Fax Number ()	
Email Address		Web Site Address	

MAILING ADDRESS (All correspondence from the LDI will be sent to this address.)			
New Street Address		Post Office Box	
City	State	Zip Code	

BUSINESS ADDRESS		
New Street Address		
City	State	Zip Code

RESIDENT ADDRESS		
New Street Address		
City	State	Zip Code

Signature of Producer

Date

Transferring States

There are 7 possible situations where agents move from one state to another state. Examples of the 7 situations are as follows:

(1) A person moving to Louisiana who does not hold a license in another state must take pre-licensing education and an examination if they are applying for a line that requires an examination.

(2) A producer who is licensed as a nonresident in Louisiana moving from one state to another state (ie: Arizona to Texas) must submit a state-to-state transfer form, letter of certification dated within 30 days, \$15.00, and return old license card. If these requirements are not met within 30 days, the producer will be required to submit a first-time application and \$75 per line of authority applying for. If the license is expired then a reinstatement application and appropriate fees are required.

(3) A producer who is licensed as a resident of LA and moves to another state must provide our office with a state-to-state transfer form, letter of certification, \$15.00 and return old license card within 30 days. (This will make them a nonresident in Louisiana.) If these requirements are not met within 30 days, the producer will be required to submit a first-time application and \$75 per line of authority applying for. If the license is expired then a reinstatement application and appropriate fees are required.

(4) A producer that is not licensed in Louisiana that moves to Louisiana from a state where they held a license shall provide a first-time application, letter of clearance dated within 90 days of the date they established legal residency and \$75.00 per line of authority applying for. (They are exempt from exam and prelicensing) If the requirement is not met within the allotted time frame, the producer will be required to take prelicensing and pass the insurance licensing exam.

(5) A producer that is licensed as a nonresident of Louisiana who changes to a resident Producer of Louisiana, must submit a first-time application, letter of clearance dated within 90 days of the date they established legal residency and \$75.00 per line of authority applying for. (They are exempt from exam and prelicensing) If the requirement is not met within the allotted time frame, the producer will be required to take prelicensing and exam when needed for the line of authority applying for. If the requirement is not met within the allotted timeframe, the Producer will be required to take prelicensing and pass the insurance licensing exam. **It does not matter if the license is current or expired.**

(6) A producer who previously held a license in Louisiana but never became a licensed non-resident of Louisiana and is within the 5-year reinstatement period must submit a reinstatement form and \$100.

(7) A producer that was licensed as a resident of Louisiana and changes to a non-resident of Louisiana and moves back to become a resident of Louisiana and the license is current will need a State to State Transfer Form, Letter of Clearance, return license card and \$15.00. If the license is expired then a reinstatement application, Letter of Clearance and \$100.00 fee is required.