

# Indiana Department of Insurance Announces Changes to the License Renewal Process



**February 2, 2012**

**Birth Month Renewal:** After careful consideration that included the Department's goal to achieve reciprocity and uniformity with other states, input from several producer and adjuster associations as well as individual producers, the Indiana Department of Insurance has determined that a conversion of license renewal dates from the current method to birth month renewals would be in the best interest of licensed producers and adjusters. The conversion to birth month renewals will begin with producers and adjusters renewing in May 2012. As of May 2012, when license renewals and reinstatements are processed, the new license renewal date will be based on birth month. The process should be completed by the end of May 2015.

Currently, an individual's license renewal date is based on the initial month the license was issued. When an individual's license is next renewed, the renewal date will be updated to be based on the month of birth and will be set to the last day of the birth month. This change benefits producers licensed in multiple states that also use birth month as the basis of determining the license expiration date. Multiple licenses are then due for renewal at the same time, making it easier for the licensee to manage their renewals.

Birth month conversion will not affect the renewal of business entity licenses, which will continue to be due for renewal during the month initially licensed.

The license expiration conversion to the last day of your birth month will not impose any additional license fee, will not shorten your license renewal period, and will not increase your continuing education requirement for the next license period.

**Initial Licenses:** Beginning May 1, 2012, individuals approved for licensure as a producer will be issued licenses that will expire the last day of the birth month at least 24 months following the date of licensure.

**Electronic Renewal:** Indiana is continually looking for ways to process license applications and renewals more efficiently. One approach is electronic renewals. Renewing electronically provides immediate confirmation and the ability to print a

license while saving the Department time and money. Indiana implemented electronic renewal for non-residents on November 1, 2010, and will begin the implementation for residents beginning with licenses due for renewal on May 31, 2012. After March 1, 2012, paper renewals will no longer be mailed through the U.S. mail. At that time, renewal notices will be sent electronically to the email address we have on file through Sircon. The electronic renewal notice will be sent approximately sixty days prior to the renewal date. Business email addresses can be used.

Producers are subject to an address violation if we do not have a valid, current email address. If for some reason a renewal invoice is not received by the licensee, it is still the individual's responsibility to renew their license before the expiration date. Expiration dates can be found at [www.sircon.com/indiana](http://www.sircon.com/indiana).

**To enter or update email address:** Follow the steps below to enter or update your email address. Ensuring that the email address is correct will enable you to receive either resident or non-resident producer license renewal notifications and other Department notifications. For identification purposes, individuals will need their social security number, and agencies will need their employer identification number and producer license number. Confirming/updating an email address can be completed without incurring a charge.

1. Log on to Sircon at the following link: [www.sircon.com/indiana](http://www.sircon.com/indiana)
2. Click on "Update your email address" on the left side of the page.
3. Choose "Individual" or "Firm"
4. Input the requested information
5. Go to the Email Address field and click "Add" or "Edit".
6. Enter your valid email address in the box and click "Save and Continue".
7. Click "Continue".

Questions regarding this announcement should be directed to Chet Pietras, Deputy Commissioner for Producer Licensing at (317) 234-1138 or [cpietras@idoi.IN.gov](mailto:cpietras@idoi.IN.gov).