

# CALIFORNIA LICENSE RENEWAL INFORMATION

## California Department of Insurance's Online Renewal Service:

<https://www.sircon.com/products/renew.jsp>

### WHAT YOU NEED TO RENEW YOUR LICENSE ONLINE

- License information:** License number and 6 digit renewal ID number, if email reminder was received from the CDI  
**or**
  - **Individual:** license number, last four digits of social security number, and date of birth.
  - **Business entity:** license number and organization's Federal Employer Identification Number.
- Credit or debit card payment:** American Express, VISA, or MasterCard accepted.
- Email address is required:** Other contact information such as address can be updated.
- Renewed license:** After the renewal has been filed and all other requirements have been met and recorded on your licensing record, you can [Print or Download Your License](#).

### ON-TIME RENEWALS

- The current license term will expire between 1 and 90 days in the future.
- Resident individual licensees:**  
Your continuing education must be completed before the expiration date of your license.

### LATE RENEWALS

- A renewal is considered to be late if all renewal requirements are not met on or before the expiration date of the license.
- Licenses may be renewed up to one year after the license expiration date.
- The licensee is not authorized to transact insurance business until after their license has been renewed.
- 50% late penalty fee will be incurred.

## SURPLUS LINE BROKER LICENSE RENEWAL CHECKLIST

### INDIVIDUAL BROKERS

- Make sure Property and Casualty Broker-Agent (“P&C”) license is active.
  - **Non-Resident:** P&C and surplus line broker license in home state must also be active.
- Renew on time – Surplus Line Broker license expires the same date as P&C license
  - Renewal notification from the California Department of Insurance is emailed to the email address on record approximately 90 days prior to the expiration date of the license.
- Continuing Education requirements must be met:
  - **Resident:** Property and casualty broker-agent requirement (i.e. 24 approved hours per two-year license term, three of which must satisfy the ethics requirement)
  - **Non-Resident:** CE Requirements must be met in home state.
- Required to submit an annual surplus line tax report to the California Department of Insurance whether or not business has been transacted **or**; individual licensee must be listed on the business entity’s annual surplus line tax report if endorsed as a surplus line broker under that license.

#### If transacting only on behalf of a licensed surplus line broker business entity:

#### If transacting as a personal surplus line broker:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Renewal fee:</b> \$588 (2 year term)</li> <li><input type="checkbox"/> <b>Bond:</b> If transacting only on behalf of a surplus line broker business entity’s license, an individual license is not subject to the bond requirement.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Renewal fee:</b> \$1,178 (2 year term)</li> <li><input type="checkbox"/> <b>Bond:</b> \$50,000 surplus line bond must be active.</li> </ul> |
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### BUSINESS ENTITIES

- Make sure Property and Casualty Broker-Agent (“P&C”) license is active.
  - **Non-Resident:** P&C and surplus line broker license in home state must also be active.
- Renew on time – Surplus Line Broker license expires the same date as P&C license.
  - Renewal notification is emailed to the email address on record approximately 90 days prior to the expiration date of the license.
  - Renewal fee: \$1,178 (2 year term)
- Surplus Line Bond (\$50,000) must be active.
- Pursuant to Section 1656 of the California Insurance Code the business entity must have at least one California resident endorsee for each license class to establish, maintain and renew the business entity license. This endorsee must hold an individual surplus line broker license.
- Required to submit an annual tax report to the California Department of Insurance whether or not business has been transacted.
- Provide two hours of appropriate training to its employees who solicit, negotiate, or effect insurance coverage placed by a nonadmitted insurer. The training shall be given to each eligible employee every five years: <http://www.slacal.org/education/2-hour-surplus-line-broker-training-requirement>