



Louisiana Department of Insurance License Surrender and Letter of Clearance

Submit via fax to (225) 342-3754 or by e-mail to producerlicensing@ldi.la.gov

LICENSEE INFORMATION	
<input type="checkbox"/> Producer <input type="checkbox"/> Adjuster	<input type="checkbox"/> Resident <input type="checkbox"/> Nonresident
Name	Louisiana License Number
NPN(if known)	Contact Number ()
Business email	Personal email

REQUEST TO SURRENDER LICENSE	
<input type="checkbox"/> I am requesting the cancellation of my Louisiana insurance license.	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Signature of Licensee</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Title of signer, if licensee is a business entity</div>	

REQUEST FOR LETTER OF CLEARANCE	
<input type="checkbox"/> I am requesting the issuance of a letter of clearance. I am a Louisiana resident and am moving to another state. I am aware that the issuance of a letter of clearance will cancel my resident license in the state of Louisiana. I understand that I may have my license re-activated as a nonresident by submitting a written request within 30 days of the date my resident license was cancelled along with evidence that I have become licensed as a resident in my new home state. I understand that after 30 days, I would need submit a nonresident application and fees to become relicensed.	
<input type="checkbox"/> Send clearance letter via e-mail to the following address _____	
<input type="checkbox"/> Mail hard copy to _____	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Signature of Licensee</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>