



As you know, the Pennsylvania Insurance Department's (PID) Licensing Bureau is focused on continually reviewing and updating procedures to make us more efficient in our licensing process. We want to create a best-in-class experience that is less burdensome on our licensees.

We are excited to announce that effective January 1, 2024, you will be able to submit forms electronically. We will also be removing the twenty-five (\$25.00) fee required to process the following changes:

- Add or Remove Designated Licensee or Surplus Lines Affiliation
- Add or Remove Self Storage Service Location
- Add or Remove Fictitious or DBA Name
- Address Change Form for Business Entity
- Name Change form for Business Entity
- Name and Address Change for Individual
- Letter of Clearance or Voluntary Surrender Request

The updated forms will be available on our website at [Maintain Your License \(pa.gov\)](https://www.pennsylvania.gov/insurance/maintain-your-license) on January 1, 2024.

The PID will accept the previous forms and payments through the mail until January 15, 2024. After January 15th, any of the outdated forms and payments will be sent back to the licensee with instructions on how to complete the change via our new process.

Thank you for everything you do to assist Pennsylvanians navigate our world of insurance.

Sincerely,

A handwritten signature in black ink that reads "David Buono". The signature is written in a cursive, flowing style.

David Buono
Deputy Insurance Commissioner