



LETTER OF CLEARANCE OR VOLUNTARY SURRENDER REQUEST FORM

- ***THIS FORM MUST BE SIGNED BELOW BY THE LICENSEE.***
- **This form amends your license by changing the status to inactive. ***
- **Only resident individual licensees should request a letter of clearance which is used to obtain a resident license in another state.**
- **Email this completed form to ra-inproducermail@pa.gov**

Select One:

- Letter of Clearance – to be requested only by resident individuals when transferring to another home state
- Voluntary Surrender of License(s) – for individuals or agencies when ceasing operation within Pennsylvania and not transferring to another home state
- Voluntary Surrender of Specific Lines of Authority Only – indicate lines below:

Licensee Name (as shown on PA license) _____

Signature of Licensee (required to inactivate license) _____

PA Insurance Department License Number(s) _____

National Insurance Producer Number _____

Licensee Phone Number (_____) _____

Licensee Email Address _____

Surrender Requests:

Surrenders are not necessary if you wish to non-renew. Allowing your license to non-renew is not considered a derogatory cancellation and will not generate an administrative action by the Pennsylvania Insurance Department.

***The issuance of a License Surrender or License Clearance will inactivate your license and/or line(s) of authority and require re-application and completion of all requirements for re-licensure.**