



Request to Add/Remove Non-Active Status

Licensee Name
Last: _____ First: _____

Georgia License Number: _____

GA Resident

Non-Resident

Instructions to request Non-Active Status

You must be licensed for ten (10) consecutive years or more to request non-active status. A request to put a license in non-active status can only be submitted in the 90 days preceding license expiration.

Attestation: I am requesting to add Non-Active Status to my license. I understand that I must still renew my license biennially by the last day of my birth month. Failure to timely renew will result in additional fees and possible license cancellation. A license in non-active status is not subject to CE and no appointments or FINRA registrations are required to renew.

Signature

Instructions to remove Non-Active Status

A request to remove the Non-Active Status for a licensee can be submitted at any time.

Attestation: I am requesting to remove Non-Active Status from my license. I understand by removing this status I am responsible for completing the required CE for the CE period that includes the date the Non-Active status is removed. Example: If the status request change date is 05/20/22 and the next license renewal date is 10/31/22 then all CE must be completed by 10/31/22 in order to renew the license.

Signature

Submit payment of \$25 License Amendment Fee and \$5 Processing Fee (\$30) with this completed form to:

Regular Mail:

Georgia Dept. of Insurance, Agents License Division
P.O. Box 935132
Atlanta, GA 31193-5132

Overnight Check Payment:

Wells Fargo Bank, NA
Georgia Department of Insurance, Agents License Division
Lockbox 935132
3585 Atlanta Ave
Hapeville, GA 30354