



Request for Clearance Letter

1. General Instructions:

A clearance letter is used by Georgia resident licensees to cancel their Georgia license and apply for a license in a new resident state.

This letter will be sent to the **business email address** in your record in Sircon. You should verify and update your contact information at www.sircon.com > View a List of All Services > select Change Individual Email.

The fee for a Clearance letter for each license type is \$10 plus a \$5 Processing Fee per form submitted.

2. License Fee and Clearance Letter Request:

License Number: _____

National Producer Number: _____

Agent/Agency Name: _____

Email Address: _____

NOTE: If you hold more than one license, a request for a clearance letter for one license type implies cancellation of all licenses held.

Clearance Letter(s) requested for the following license type(s):

Agency	
Principal Agency	
Branch Agency	
Retail Vendors of Portable Electronics	
Self Storage Provider	
Rental Company	

Individual	
Agent	
Temporary Agent	
Limited Sub-Agent	
Surplus Lines Broker	
Counselor	
Limited Health Counselor	
Navigator	
Foreign Military	
Temporary Hardship	
Fraternal Agent	
Adjuster (Individual)	
Adjuster	
Crop/Hail Adjuster	
Public Adjuster	
Work Comp Adjuster	

(\$10 * _____) + \$5 = _____ Total Amount Due
No. of License Types

NOTE: Multiple copies of this letter will not be sent. Keep the letter for your records and make copies as needed.

WARNING: By requesting a clearance letter, you are canceling your current Georgia license for all license types.

Licensee Signature	Date
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3. Complete this form and mail with payment 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 & Agency Licensing
Lockbox 935132
3585 Atlanta Ave
Hapeville, GA 30354