

## **Important Licensing Information Effective January 1, 2009**

### **Online Application Processing**

Effective January 1, 2009, the Oklahoma Insurance Department will switch to an all-electronic process for all new license and renewal applications, agency registrations, letter of certification requests, address changes (excluding changes from one nonresident state to another nonresident state).

Paper applications/renewals (including late renewals) for these transactions will be returned, unprocessed, if received after January 1, 2009.

Online processing allows applications to be processed quicker than paper forms by ensuring that the correct fee is submitted, that all required fields are completed, and that credit card transactions have been accepted. Compliance Express at [Sircon.com](http://Sircon.com) can be accessed 24 hours a day/7 days a week and accepts both credit card and electronic check payments.

### **License Renewal Information**

Effective January 1, 2009, producers will be required to renew online at [www.sircon.com/Oklahoma](http://www.sircon.com/Oklahoma). All paper renewal forms must be received by January 1, 2009. Renewal forms that are received after this date will not be processed. The Oklahoma Insurance Department no longer mails renewal applications to producers. Instead, producers will be mailed a renewal notice approximately 90 days prior to the license expiration date. The renewal notice will provide detailed information to producers regarding the online renewal process and inform producers of any additional renewal requirements.