

UTAH

State Licensing Instructions

Please Type or Print

1. Complete the Application
2. You must sign the form
3. #35 Employment History – you must provide 5 years of Employment, Unemployment and/or Education with no gaps in the dates.
4. Once the application has been filed online for Utah, you will be required to be fingerprinted or your license will NOT be issued. Any questions you have regarding fingerprinting will need to be directed to:
Utah Department of Insurance – 801-957-9200.
Step by step instruction for fingerprinting will be on page 2 along with additional Information from Utah Department of Insurance
5. Mail form with the following fees:
 - a. Check or Money Order in the amount of \$83.85 for State License and Background check
 - b. Check or Money Order in the amount of \$2.55 for the Appointment
 - c. Must be made payable to Motor Club of America Enterprises, Inc.
6. Mail form and filing fees to:
 - a. Motor Club of America Enterprises, Inc.
14313 N May Ave
Oklahoma City, Oklahoma 73134

For license types that do not require an examination (i.e.: Resident Limited Lines Producer, Bail Bond, Managing General Agent, Reinsurance Intermediary, Navigator, Certified Application Counselor) the process is as follows:

- Make a fingerprinting appointment at a Prometric test center by visiting [Prometric's website, opens in a new tab](#) or by calling 888-226-8740.
- Pay the \$6 Prometric processing fee made payable by money order, cashier's check, company check, Visa or MasterCard.
- Apply for the license online from your home or office at www.sircon.com/utah, [opens in a new tab](#) or www.nipr.com, [opens in a new tab](#) before arriving at the test center for fingerprinting. You can also apply online using a kiosk at the test center.
- Upon completing the online application, print out the Sircon confirmation page as proof you have paid the FBI/BCI fees. Give the confirmation page to the test center proctor and your fingerprints will then be scanned.
- Fingerprint results will be returned to the Department. The Department will evaluate the results and the license application prior to issuing any license.

STEP BY STEP INSTRUCTIONS FOR SETTING UP AN APPOINTMENT FOR FINGERPRINTING

1. Click on link: <https://www.prometric.com/utah/insurance>
2. On left hand side under TEST CENTER EXAM (however, no test is required) – click on “Schedule”
3. Next Page – just click “next”
4. Next page – scroll to bottom and there are 3 questions that require a check mark. Then click Next
5. Next page – click “no”
6. Next page – Select Test and use the down arrow button – scroll to find and click on “FINGERPRINT” then click Next
7. Next page – this is where you will begin to schedule for fingerprinting

Application for Utah Resident Individual License

Utah Insurance Department
Suite 3110 State Office Building
PO Box 146901
Salt Lake City, UT 84114

Demographic Information

① Soc. Security Number - -		② If assigned, National Producer Number (NPN)			
③ If applicable, FINRA Individual Central Registration Depository (CRD) Number					
④ Last Name JR./SR. etc		⑤ First Name		⑥ Middle Name	
⑦ Date of Birth (month) ____ (day) ____ (year) ____					
⑧ Residence/Home Address (Physical Street)			⑨ City		⑩ State
			⑪ Zip Code		⑫ Foreign Country
⑬ Home Phone Number () -		⑭ Gender (Circle One) Male Female		⑮ Are you a Citizen of the United States? (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, of which country are you a citizen?) (If No, you must supply proof of eligibility to work in the U.S.)	
⑯ Business Entity Name					
⑰ Business Address (Physical Street)		⑱ P.O. Box		⑲ City	
				⑳ State	
㉑ Zip Code		㉒ Foreign Country			
㉓ Business Phone Number (include extension) () -		㉔ Business Fax Number () -		㉕ Business E-Mail Address	
㉖ Business Web Site Address					
㉗ Applicant's Mailing Address		㉘ P.O. Box		㉙ City	
				㉚ State	
				㉛ Zip Code	
㉜ Foreign Country					
㉝ a. List any other assumed, fictitious, alias, maiden or trade names which you have used in the past.					
b. List any trade names under which you are currently doing business or intend to do business.					

Agency or Business Entity Affiliations

㉞ List your Insurance Agency Affiliations: (Complete only if the applicant is to be licensed as an active member of the business entity)		
FEIN _____	NPN _____	Name of Agency _____
FEIN _____	NPN _____	Name of Agency _____
FEIN _____	NPN _____	Name of Agency _____

Employment History

㉟ Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.					
Name	From Month	Year	To Month	Year	Position Held
City State Foreign Country					
Name City State Foreign Country					
Name City State Foreign Country					
Name City State Foreign Country					
Name City State Foreign Country					
Name City State Foreign Country					

(State Use)

**Application for
Utah Resident Individual License**

Type of License Requested

36 Check the license type(s) and line(s) of authority for which you are applying.

License Types & Lines of Authority:

☐ **Producer**

- | | |
|---|--|
| <input type="checkbox"/> Life | <input type="checkbox"/> Property |
| <input type="checkbox"/> Variable Contracts | <input type="checkbox"/> Casualty |
| <input type="checkbox"/> Accident/Health | <input type="checkbox"/> Personal Lines |
| <input type="checkbox"/> Surplus Lines | |
| <input type="checkbox"/> Title Insurance | |
| <input type="checkbox"/> Search | <input type="checkbox"/> Escrow |
| | <input type="checkbox"/> Title Marketing Rep |

☒ **Limited Line Producer**

- | | |
|--|---|
| <input type="checkbox"/> Credit | <input type="checkbox"/> Car Rental |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Legal Expense |
| <input checked="" type="checkbox"/> Motor Club | <input type="checkbox"/> Self-Service Storage |
| <input type="checkbox"/> Crop Insurance | <input type="checkbox"/> Bail Bond |
| <input type="checkbox"/> GAP Waiver | |

☐ **Customer Service Representative (Limited License)**

- | | |
|--|---|
| <input type="checkbox"/> Life CSR | <input type="checkbox"/> Property CSR |
| <input type="checkbox"/> Accident/Health CSR | <input type="checkbox"/> Casualty CSR |
| <input type="checkbox"/> Surplus Lines CSR | <input type="checkbox"/> Personal Lines CSR |

Adjuster: ☐ **Independent** ☐ **Public**

- | | |
|---|--|
| <input type="checkbox"/> Property/Casualty Adjuster | <input type="checkbox"/> Workers Compensation Adjuster |
| <input type="checkbox"/> Accident/Health Adjuster | <input type="checkbox"/> Crop Insurance Adjuster |

☐ **Consultant**

- | | |
|--|--|
| <input type="checkbox"/> Life Consultant | <input type="checkbox"/> Property Consultant |
| <input type="checkbox"/> Variable Contracts Consultant | <input type="checkbox"/> Casualty Consultant |
| <input type="checkbox"/> Accident/Health Consultant | <input type="checkbox"/> Personal Lines Consultant |

☐ **Managing General Agent (MGA)**

- | | |
|---|---|
| <input type="checkbox"/> Life MGA | <input type="checkbox"/> Property MGA |
| <input type="checkbox"/> Variable Contracts MGA | <input type="checkbox"/> Casualty MGA |
| <input type="checkbox"/> Accident/Health MGA | <input type="checkbox"/> Personal Lines MGA |

☐ **Reinsurance Intermediary**

- | | |
|---|---|
| <input type="checkbox"/> Life Reins Int | <input type="checkbox"/> Property Reins Int |
| <input type="checkbox"/> Variable Contracts Reins Int | <input type="checkbox"/> Casualty Reins Int |
| <input type="checkbox"/> Accident/Health Reins Int | <input type="checkbox"/> Personal Lines Reins Int |

☐ **Third Party Administrator**

- ☐ None

Application for Utah Resident Individual License

Background Information

37 The Applicant must read the following very carefully and answer every question. All written statements submitted by the Applicant must include an original signature.

1. Have you ever been convicted of a crime, had a judgment withheld or deferred, or are you currently charged with committing a crime? Yes ___ No ___
"Crime" includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations or convictions involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license and juvenile offenses. "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or having been given probation, a suspended sentence or a fine.

If you answer yes, you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

If you have a felony conviction, have you applied for a waiver as required by 18 USC 1033? N/A ___ Yes ___ No ___

If so, was that waiver granted? (Attach copy of 1033 waiver approved by home state.) N/A ___ Yes ___ No ___

2. Have you ever been named or involved as a party in an administrative proceeding regarding any professional or occupational license or registration? Yes ___ No ___

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Do not include personal bankruptcies, unless they involve funds held on behalf of others. Yes ___ No ___

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy.

4. Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes ___ No ___

If you answer yes, identify the jurisdiction(s): _____

5. Are you currently a party to, or have you ever been found liable in, any lawsuit, arbitration or mediation proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes ___ No ___

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident,
- b) a copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, or mediation and
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

6. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes ___ No ___

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) copies of all relevant documents.

7. Do you have a child support obligation in arrears? Yes ___ No ___

If you answer yes,

- a) by how many months are you in arrears? _____ Months
- b) are you currently subject and in compliance with any repayment agreement? Yes ___ No ___
- c) are you the subject of a child support related subpoena/warrant? Yes ___ No ___

(If you answered yes, provide documentation showing proof of current payments or an approved repayment plan from the appropriate state child support agency.)

Application for Utah Resident Individual License

Applicant's Certification and Attestation

38 The Applicant must read the following very carefully:

1. I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
2. Unless provided otherwise by law or regulation of the jurisdiction, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
3. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
4. I further certify that, under penalty of perjury, a) I have no child-support obligation, b) I have a child-support obligation and I am currently in compliance with that obligation, or c) I have identified my child support obligation arrearage on this application.
5. I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
7. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.
8. I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of documents attached to this application or requested by the jurisdiction(s).
9. For Resident Individual Producer License Applications, I certify that to the extent applicable, I am in compliance with the Errors & Omissions insurance coverage requirement identified in Utah Code Annotated Section 31A-23a-203.5, and that I will maintain compliance with that requirement during the period for which the license is issued or renewed.

Month/Day/Year

Original Producer Signature

Full Legal Name (Printed or Typed)

Attachments

- 19 Any Utah jurisdiction specific attachments listed in the State Matrix of Business Rules (www.nipr.com) must accompany the application otherwise the application may be returned unprocessed or considered deficient.