BULLETIN 09-11
(REVISED AND REISSUED)

TO: ALL INSURERS, ADJUSTERS OF ALL TYPES AND PRODUCERS LICENSED TO TRANSACT BUSINESS IN LOUISIANA

FROM: JAMES J. DONELON, COMMISSIONER OF INSURANCE

RE: CHANGE OF ADDRESS
ELECTRONIC SUBMISSION REQUIRED

DATE: AUGUST 31, 2020

Bulletin 09-11, originally issued on December 1, 2009, is being amended to update the online options for processing electronic change of address requests, to include producer agencies and adjusters of all types, as well as to update contact information for questions regarding this Bulletin.

In order to streamline operations and to increase the efficiency of its regulatory processes, the Louisiana Department of Insurance (LDI) implemented changes to its procedures regarding requests for a change of address. It has been demonstrated that the electronic submission of information is much more efficient than the handling of paper submissions.

Individual insurance producers, producer agencies, claims adjusters, and public adjusters are required to submit address and email changes by electronic means. A licensee may submit a change of address or change of e-mail address by logging into the Producer/Adjuster module within Industry Access on the LDI’s website. In addition, the LDI accepts electronic change of address requests through the National Insurance Producer Registry (NIPR) at https://nipr.com/licensing-center/change-contact-info. Any change of address request received in paper form will not be processed.

If there are any questions regarding this Bulletin, please contact the Deputy Commissioner for the Office of Licensing, electronically at public@ldi.la.gov.

Baton Rouge, Louisiana, this 31st day of August 2020.

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COMMISSIONER OF INSURANCE

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