



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF INSURANCE

June 7, 2013

CIRCULAR LETTER NO.: CC-2013-1831-SR

TO ALL INSURERS, GENERAL AGENTS, MANAGERS, AUTHORIZED REPRESENTATIVES, PRODUCERS, ADJUSTERS, SOLICITORS, CONSULTANTS ATTORNEYS IN FACT, NON-RESIDENT PRODUCERS AND AUTHORIZED REPRESENTATIVES

MANDATORY USE OF THE "NATIONAL INSURANCE PRODUCER REGISTRY", (NIPR), FOR THE RENEWAL OF LICENSES

Dear Sirs and Madams:

Under Section 2.030 (2) of the Puerto Rico Insurance Code, 26 L.P.R.A. sec. 235 (2), the Commissioner has the ministerial duty to ensure that the administration of public policy is conducted according to the highest standards of excellence and efficiency, adequately protecting the public interest, in accordance with the needs of the times and the changes that have occurred or may be foreseen in the insurance industry and the regulations thereof.

In the performance of our ministerial duty and in view of our commitment to update and increase the efficiency of the license renewal process, the Office of the Commissioner of Insurance has implemented an electronic license renewal procedure, also known as online renewal. This online renewal mechanism will be available for the following kinds of licenses:

- Producers
- Authorized Representatives (With or without a limited license)
- Attorneys in fact
- General Agents
- Managers
- Adjusters
- Solicitors
- Consultants
- Surplus Lines Brokers

Due to the above, beginning on June 30, 2013, all renewal applications must be processed through our web page at www.ocs.gobierno.pr. From that date on no physical submission of renewal applications for this kind of license will be accepted at our Office.

This new mechanism in no way modifies license renewal requirements. However, in cases in which the applicant has no outstanding debt or police record, the system will not allow for the inclusion along with the application of the negative certifications issued by the Child Support Administration (ASUME) and the Treasury Department or the Certificate of Police Records from the Puerto Rico Police. On the other hand, the system will allow for including the certifications in those cases in which the applicant has any outstanding debt with any of such agencies or if there is a police record. In those cases, the applicant must make sure to attach the certificates as well as any other pertinent document.

In view of the above, it must be reiterated that all applicants for a renewal of their license must be in full compliance with such agencies. As evidence of this, applicants must obtain the corresponding certificates as of the date of the renewal of the license, and shall maintain a copy of the certificates at their principal place of business, for inspection by the Commissioner and/or to provide such as may be required by this Office under the provisions of Sections 2.130 and 27.120 of the Puerto Rico Insurance Code. We advise you that the Office may deny, suspend, revoke or refuse to renew a license if the licensee has obtained or attempted to obtain a license through misrepresentation or fraud. See Section 9.460 of the Puerto Rico Insurance Code, 26 L.P.R.A. sec. 953f.

For the purpose of informing and orienting our licensees, we have provided a video tutorial that includes detailed instructions and an applicant's step-by-step guide for completing the license renewal application process online. For more information, please visit www.ocs.gobierno.pr.

Strict compliance with the provisions of this letter is required.

Very truly yours,

SIGNED

Ángela Weyne-Roig
Commissioner of Insurance