



COMMONWEALTH OF PUERTO RICO  
**OFFICE OF THE COMMISSIONER OF INSURANCE**

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IN ANSWERING,  
PLEASE REFER TO:

June 23, 2003

**CIRCULAR LETTER NO.: C-LE-6-1694-2003**

TO ALL AGENTS, GENERAL AGENTS, MANAGERS, BROKERS, ADJUSTERS, CONSULTANTS, ATTORNEYS-IN-FACT, SOLICITORS, AND INDIVIDUALS AUTHORIZED UNDER CORPORATE LICENSES.

RE: LICENSE RENEWAL-IDENTIFICATION CARD

Dear Sirs and Madams:

Public Law 96, enacted on March 27, 2003, allows for phased renewal of licenses, in which the last two digits of the Social Security number will be used to determine the month in which a licensee should apply for renewal.

As part of the changes involved in the implementation of this law, this year the traditional license was substituted by an identification card that all licensees should carry while transacting any business under the license. This new license will allow licensees to identify themselves appropriately with the clients they represent or to whom they provide services as an insurance professional. This will also guarantee the public at large that their insurance needs are being addressed by an individual who is authorized to do so by the Office of the Commissioner of Insurance (OCI).

All licensees have the obligation to safeguard this card and use it exclusively for matters related to transactions that are authorized by the OCI. If the license is lost, there will be a \$10.00 fee for issuing a new one and the licensee shall provide a reasonable explanation for why the license was lost.

You are also advised that further to the notification in this Circular Letter, all licensees will have the obligation to process their renewals without prior notice from the OCI.

For additional information regarding this matter, please contact the Producer Services Unit at the OCI at (787) 722-8686, Ext. 2336 or our toll-free number 1-888-722-8686.

Very truly yours,

SIGNED

Dorelisse Juarbe-Jiménez  
Assistant Commissioner of Insurance