



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

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December 10, 2007

CIRCULAR LETTER NUMBER: 2007-1783-PR

TO ALL PRODUCERS, AUTHORIZED REPRESENTATIVES, GENERAL AGENTS, ADJUSTERS, ADVISORS, AND INDIVIDUAL SOLICITORS AUTHORIZED TO TRANSACT INSURANCE IN PUERTO RICO

**IDEAL CERTIFICATION**

Dear Sirs and Madams:

On October 13, 2006, the Governor of Puerto Rico, Hon. Aníbal Acevedo-Vilá, signed Executive Order Number OE-2006-32, which created the "Streamline Commerce" [Comercio al Día] Program at the Puerto Rico Export and Commerce Company (CCE). The purpose of this Program is to establish a mechanism by which the parties that are interested in establishing, operating, and expanding a business, doing business with the Government or obtaining business incentives from the Government, may apply for an *Ideal Certification (CI)* that stipulates the good standing of the applicant with the various government agencies.

The Office of the Commissioner of Insurance (OCI) has positively evaluated this initiative. It is our opinion that the voluntary use of this tool by our licensees and applicants for licenses will facilitate compliance with the submission of supplementary documentation in applying for, renewing or certifying licenses. The tool will also facilitate the evaluation and issuance of the corresponding official document. This will also move us in the direction of eventually achieving totally interactive electronic communication with our licensees, which will in turn contribute to a significant reduction in document storage.

Using the *Ideal Certification (CI)* up to twelve (12) kinds of certification from government agencies may be requested, including negative certifications of debt from the Department of the Treasury, the Center for Municipal Revenue Collection (CRIM), the Department of Labor and Human Resources, and the State Insurance Fund Corporation, as well as the Certification of Police Record from the Puerto Rico Police and the Certification of Compliance from the Child Support Administration.

(ASUME) and the Registry of Corporations (for profit and not for profit) at the Department of State, among others.

For a nominal fee for the user, the endorsements of the interested agencies will be sent to the applicant directly by email, and may be validated at any place, at any time through the portal [www.certificacinideal.gobierno.pr](http://www.certificacinideal.gobierno.pr). The system will electronically renew the endorsements/certifications that so require for a year after the date of their issue.

In view of the fact that the IC facilitate compliances by our licensees with the procedures required under the provisions of Chapter 9 of the Puerto Rico Insurance Code, the OCI has made the necessary internal arrangements to be able to receive the IC as part of the Office's requirements. To that end, all applications have been amended to include a blank line where the applicant may write the appropriate number assigned to the applicant. Our Representatives in the Customer Service Unit will verify the validity of the IC submitted through the Internet. For the time being, only individual licensees may request an IC.

OCI licensees that are interested in applying for the IC may do so as follows:

1. Visit any Business Development Center (CDN) of the PR Commerce and Export Company (CCE) or the Expedited Service Centers for SMBs, located throughout the island.
2. Fill out the application and pay for the desired certifications.
3. Submit the following documents:
  - E-mail.
  - Copy of the Social Security Card (*Applicable for individuals*).
  - Copy of the Photo ID of the Applicant (Driver's License or Passport).
4. This list may or may not be exhaustive. For more information, contact (787) 294-0101, ext. 2200 or access [www.comercioyexportation.com](http://www.comercioyexportation.com).

**\*If another person is going to complete the IC application process for you, that representative should have:**

- Photo ID (*License or Passport*)

- A duly completed and signed authorization indicating that the person is authorized to process the application on the person's behalf.

We reiterate that the use of this tool is strictly voluntary and the cost thereof is separate from the payment of any fee set forth in the Puerto Rico Insurance Code. The use of the IC does not exempt the licensee from the responsibility of completing any other document or form that must be completed as part of the process for applying for, issuing or renewing licenses, or the requirement of providing a photograph for our files and the license card procedure.

We urge all of the parties notified hereby to take note of the content of this Circular Letter.

Very truly yours,

SIGNED

Dorelisse Juarbe-Jiménez  
Commissioner of Insurance