



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER INSURANCE

Fermín M. Contreras-Gómez
Commissioner of Insurance

March 31, 2003

CIRCULAR LETTER NO.: C-LE-3-1678-2003

TO ALL DOMESTIC INSURERS, AGENTS, GENERAL AGENTS, BROKERS, SOLICITORS, CONSULTANTS, AND ATTORNEYS-IN-FACT AUTHORIZED TO TRANSACT INSURANCE IN PUERTO RICO

RE: PROCEDURE FOR ISSUING REGULAR LICENSES

Dear Sirs and Madams:

As part of our continuing efforts to modernize the procedures of the Office of the Commissioner of Insurance, hereinafter "the OCI," and for the purpose of making the procedure for issuing licenses more efficient and reliable, beginning on **July 1, 2003**, all individual licenses will be issued as a photo ID card so that the licensee may show it in the event of any transaction carried out away from the licensee's office or place of business.

In the case of corporations, each person that is authorized to act on behalf of the corporation will be issued the ID card, which show the name of the corporation on behalf of which the person is authorized to act, the kind of license the corporation holds, and the insurance lines for which the person is authorized to do business.

In order to implement this new procedure for issuing licenses, all licensees shall completely fill out form **OCSI-LIC-1** available on our Web page. This form will be distributed to all insurers and general agents, so that licensees may obtain it easily. Form OCSI-LIC-1 should be delivered in person at the Producer Services Unit of the OCI, on the date and place assigned in Table I, enclosed with this Circular Letter.

Form OCSI-LIC-1 should not be sent by mailed or deposited at the OCI window, because it will be processed along with the photograph. Forms received by mail or at the window will be considered as not received.

We trust that we will count on the cooperation of all of the sectors notified herein, so that this procedure for issuing licenses can be completed before July 1, 2003.

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www.ocs.gobierno.pr

For additional information, please contact any of our Producer Services Representatives at 722-8686, extensions 2336, 2345, 2340, 2342, or access our Web page.

Very truly yours,

SIGNED

Fermin M. Contreras-Gómez
Commissioner of Insurance

Enclosure

TABLE I

Last two digits of Social Security No.	Appointment date
00, 12, 24, 36, 48, 60, 72, 84, 96	April 7, 8, 9, 10, 2003
01, 13, 25, 37, 49, 61, 73, 85, 97	April 11, 14, 15, 16, 2003
02, 14, 26, 38, 50, 62, 74, 86, 98	April 17, 18, 22, 23, 2003
03, 15, 27, 39, 51, 63, 75, 87, 99	April 24, 28, 29, 30, 2003
04, 16, 28, 40, 52, 64, 76, 88	May 1, 2, 5, 2003
05, 17, 29, 41, 53, 65, 77, 89	May 6, 7, 8, 2003
06, 18, 30, 42, 54, 66, 78, 90	May 9, 12, 13, 2003
07, 19, 31, 43, 55, 67, 79, 91	May 14, 15, 16, 2003
08, 20, 32, 44, 56, 68, 80, 92	May 19, 20, 21, 2003
09, 21, 33, 45, 57, 69, 81, 93	May 22, 23, 27, 2003
10, 22, 34, 46, 58, 70, 82, 94	May 28, 29, 30, 2003
11, 23, 35, 47, 59, 71, 83, 95	June 2, 3, 4, 2003