



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF INSURANCE

October 24, 2016

CIRCULAR LETTER NO.: CC-2016-1893-SR

TO ALL DOMESTIC INSURERS, PRODUCERS, AUTHORIZED REPRESENTATIVES, GENERAL AGENTS, AND THE GENERAL PUBLIC

ONLINE PROCEDURE FOR APPLYING FOR EXAMINATION FOR INSURANCE AND PROVISIONAL LICENSES

Dear Sirs and Madams:

The Office of the Commissioner of Insurance, the OCI, strives constantly to improve the services that will facilitate licensing processes. The Office now has an online system that is available 24 hours a day, through which applications may be filed for examinations for the different kinds of insurance licenses that are issued under the Puerto Rico Insurance Code, and that are taken in person at the OCI.

This new online system will replace the current procedure that requires filing an application on paper, which is filed with complementary documentation and the payment of the respective fees at our Office. Until now, applications for an examination could only be done by regular mail or in person.

The new online system for applying for insurance examinations will be available as of November 1, 2016 and may be accessed from <http://www.examenocs.org>.

It is important to note that if the examination application is associated with a provisional license, the applicant, in addition to registering for the appropriate examination, should email the following current documentation to ocstest@ocs.pr.gov:

1. Certification of income tax debt issued by the Department of the Treasury, Form SC-6096. This document is in effect for 1 year after the date of issue <https://colecturia.hacienda.gobierno.pr/Portal/>.

2. Certification of child support debt issued by the Child Support Administration, ASUME. This certification is effective between 30 and 90 days, as the case may be.
<http://www.pr.gov/CitizenPortal/124-002-002-000.htm?TRX=124002002000>
3. Criminal History Certificate issued by the Puerto Rico History. This certificate is valid for 30 days. <https://servicios.pr.gov/cap>
4. Appointment by the Insurer.
<http://ocs.gobierno.pr/ocspr/documents/regulation/solicitudes/OCSSPPP arteDRev02162011.pdf>
5. Evidence of having satisfactorily completed at least a high school diploma or the equivalent.

The following is a table of the options of examinations that you may apply for and the respective licenses, with a description of the examinations:

KIND OF LICENSE	EXAMINATION	DEFINITION BY TYPE OF EXAMINATION
Independent or Public Adjuster	Adjuster, First Part	Examination for those seeking to investigate, settle, and adjust claims related to an insurance contract in the classes of insurance stated in Section 4.070 and 4.080 of the Puerto Rico Insurance Code.
Independent or Public Adjuster	Adjuster, Second Part	Examination for those seeking to investigate, settle, and adjust claims related to an insurance contract in the maritime peril, transportation, and fire classes of insurance as defined in Section 4.050 of the Puerto Rico Insurance Code.
Attorney-in-fact	Attorney-in-fact	Examination for those seeking to execute surety instruments on behalf of and representing insurers in Puerto Rico, under Chapter 22 of the Puerto Rico Insurance Code.
Producer Reinsurance Intermediary	Reinsurance Intermediary	Examination for those seeking to act as reinsurance producers or managers, as defined in Section 9.023 of the Puerto Rico Insurance Code.
Limited License	Producer, Limited License	Examination for those seeking to transact cancer, home service insurance, including funeral services, terminal illness, natural death, and accident insurance, as defined in Section 9.141 (3)(4) of the Puerto Rico Insurance Code.
Producer or Authorized Representative	Producer, Property & Hazard Insurance	Examination for those wishing to work with property and hazard insurance as a Producer or Authorized Representative, as defined in Sections 4.040 to 4.090 of the Puerto Rico Insurance Code.

Producer or Authorized Representative	Producer, Disability and Health Insurance	Examination for those seeking to offer disability and health insurance, as defined in Section 4.020 and insurance offered by Health Services Organizations under Section 19.020 of the Puerto Rico Insurance Code.
Producer or Authorized Representative	Producer, Life Insurance	Examination for those who want to offer Life Insurance, as defined in Section 4.020 of the Puerto Rico Insurance Code.
Producer or Authorized Representative	Producer, Health Care Plans	Examination for those seeking to offer health care insurance through Health Services Organizations under Section 19.020 of the Puerto Rico Insurance Code.
Producer or Authorized Representative	Producer, Variable Annuity Contracts	Examination for those seeking to offer variable contracts, as defined in Section 13.010 of the Puerto Rico Insurance Code. For special requirements for this kind of license, consult Circular Letter C-L-12-1670-2002.
Producer or Authorized Representative	Producer, Title Insurance	Examination for those seeking to offer Title Insurance, as defined in Rule 45 and Section 4.100 of the Puerto Rico Insurance Code.
Solicitor	Solicitor, Variable Annuity Contracts	Examination for those who solicit variable annuity insurance contracts on behalf of a Producer or Authorized Representative, as defined in Sections 9.220 and 9.230 of the Puerto Rico Insurance Code. For special requirements for this kind of license, consult Circular Letter C-L-12-1670-2002.
Solicitor	Solicitor, Life Insurance	Examination for those who solicit Life Insurance on behalf of a Producer or Authorized Representative, as defined in Sections 9.220 and 9.230 of the Puerto Rico Insurance Code.
Solicitor	Solicitor, Title Insurance	Examination for those who solicit Title Insurance on behalf of a Producer or Authorized Representative, as defined in Sections 9.220 and 9.230 of the Puerto Rico Insurance Code.
Solicitor	Solicitor, Property & Hazard Insurance	Examination for those who solicit property and hazard insurance on behalf of a Producer or Authorized Representative, as defined in Sections 9.220 and 9.230 of the Puerto Rico Insurance Code.
Solicitor	Solicitor, Health Care Plans	Examination for those who solicit health care insurance plans on behalf of a Producer or Authorized Representative, as defined in Sections 9.220 and 9.230 of the Puerto Rico Insurance Code.
Solicitor	Solicitor, Disability and Health Insurance	Examination for those who solicit disability and health insurance on behalf of a Producer or Authorized Representative, as defined in Sections 9.220 and 9.230 of the Puerto Rico Insurance Code.

The new procedure for filing an application for a provisional license shall be carried out online at www.nipr.com, by following these steps:

1. Select the option "Apply for License."
2. Select "Resident Licensing."
3. Find the option and select "APPLY HERE."
4. Accept the "USE AGREEMENT."
5. Select Puerto Rico as state of residence.

6. Complete the blank spaces as follows:
 - Resident State = Puerto Rico
 - License Type=Individual
 - What do you want to do? = Apply for a new Resident License, add a line of Authority, OR resume an existing application.
 - At SSN, type in your full Social Security number.
 - Last Name- write both surnames with uppercase letters, that is to say, the paternal surname followed by a space and then the maternal surname.
7. Press “Next”
8. Then select the option “Provisional Authorized Representative” as the license category and the corresponding “Line of Authority” or type of insurance, according to the Appointment given to you by the insurer that you are going to represent.
9. Answer the questions regarding your employment history and continue the process until making payment, according to the options that are provided in the system.

A for the kind of examination that you should apply for to process an authorized representative provisional license, the following table shows the respective examination:

PROVISIONAL LICENSE TO TRANSACT THE FOLLOWING INSURANCE:	KIND OF EXAMINATION REQUIRED
Property and Hazard	Producer, Property & Hazard Insurance
Disability	Producer, Disability and Health Insurance
Life	Producer, Life Insurance
Health Services	Producer, Health Care Plans or Producer, Disability and Health Insurance
Variables	Producer, Variable Annuity Contracts
Title	Producer, Title Insurance

The online application process replaces the current filing process, so that as of the date stated above no paper applications will be accepted.

Strict compliance with the provisions of this letter is hereby required.

Very truly yours,

SIGNED

Ángela Weyne-Roig
Commissioner of Insurance