



**ARKANSAS INSURANCE DEPARTMENT
 LICENSE DIVISION
 1200 WEST 3RD STREET
 LITTLE ROCK, AR 72201
 PHONE: 501-371-2750
 FAX: 501-683-2604**

**BUSINESS ENTITY (AGENCY)
 PRODUCER ADDITION AND TERMINATION INSTRUCTIONS**

The addition of producers and termination of producers to/from an agency license is available via [INA](#) on the website, as well as a manual process. The completed form with fee should be mailed to the Arkansas Insurance Department.

PRODUCER ADDITION:

1. Complete form **AID-LI-AGY-ADD**. The form may be reproduced or computer generated; however, it must be generated in the same format.
2. The information must be legible or the form will be returned **unprocessed**.
3. All business entity (agency) information must be completed.
4. All information for the producer must be completed.
5. The form must be signed and dated by an agency official.
6. Incomplete forms will be returned **unprocessed**.
7. The business entity check for the fee amount must be payable to the Arkansas Insurance Department Trust Fund. (See Form **AID-LI-AGY-ADD** for fees.)
8. Once the addition has been processed, the business entity (agency) will receive a certification from the Department showing this individual has been added to its license. This certification must be presented to all insurance companies for which the producer will write business for the business entity (agency) in order for the insurance company to appoint the producer.

PRODUCER TERMINATION:

1. Complete form **AID-LI-UBE-TERM**. The form may be reproduced or computer generated; however, it must be generated in the same format.
2. The information must be legible or the form will be returned **unprocessed**.
3. All business entity (agency) information must be completed.
4. All information for the producer must be completed.
5. The form must be signed and dated by an agency official.
6. Incomplete forms will be returned **unprocessed**.
7. The business entity check for the fee amount must be payable to the Arkansas Insurance Department Trust Fund. (See Form **AID-LI-UBE-TERM** for fees.)
8. Once the termination has been processed, the business entity (agency) will receive a certification from the Department showing this individual has been terminated from its license. This certification must be presented to all insurance companies for which the producer has been writing business for the business entity (agency) in order for the insurance company to terminate the producer's appointment.

ADDING OR REMOVING DESIGNATED RESPONSIBLE LICENSE PRODUCER (DRLP):

1. To add a (DRLP) complete the appropriate area on form AID-LI-AGY ADD (1-15)
 2. Attach funds made payable to the Arkansas Insurance Department for \$10.00 for regular agency or \$100.00 for Surplus Lines Agency.
 3. To remove a (DRLP) complete the appropriate area on form AID-LI-UBE-TERM (1-15) and attach funds of \$10.00 made payable to the Arkansas Insurance Department.
- If you have questions regarding adding or terminating a producer to a business entity (agency), please contact the License Division at 501-371-2750.
 - You can view the producers listed on your business entity (agency) license by visiting the Department's website.