



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

**INSTRUCTIONS FOR SURPLUS LINES PRODUCER  
FOR BUSINESS ENTITY APPLICATION**

1. Complete the form AID-LI-SLBE and submit the application with a fee of \$1,035.00 and \$100 to affiliate each licensed Surplus Lines Producer on the Business Entity license. Each surplus lines producer working for the business entity in Arkansas must be independently licensed. All surplus lines brokers working for the business entity must be affiliated with the Surplus Lines business entity. The license will renew each January 1, and the renewal fee is \$65.00 per licensee. A notice of renewal is mailed 60 days prior to the renewal date. Your check should be made payable to the Arkansas Insurance Department Trust Fund.
2. For a non-resident business entity attach a current home state certification showing a surplus lines license in your home state. If you do not hold a home state surplus lines license, we cannot issue you an Arkansas license. The license will be granted based upon current reciprocal agreements.
3. The business entity must have at least one individual qualified for surplus lines, prior to licensure. The business entity must retain an active surplus lines producer to maintain the business entity surplus lines producer license.
4. Arkansas business entities must submit a \$50,000 bond for the business entity surplus lines license. Deposits or other assets cannot substitute for this bond. The bond form is located on the web site at [http://insurance.arkansas.gov/License/LicenseFormfiles/surplus\\_line\\_SLBB\\_bond.pdf](http://insurance.arkansas.gov/License/LicenseFormfiles/surplus_line_SLBB_bond.pdf).
5. If any question 10-14 is answered "yes," full disclosure and documentation must be attached to the application.

If you have any questions regarding this matter, please contact the Arkansas Insurance Department at 501-371-2750.