

Emergency Temporary License Instructions:

Arkansas Code Ann. 23-64-511 (a) (1) allows a temporary license to be issued for no more than 180 days to the surviving spouse or court appointed personal representative of a licensed insurance producer who dies or becomes mentally or physically disabled. A temporary license may be issued to the designee of a licensed producer entering active military service. In addition, a temporary license may be issued to the member or employee of a business entity licensed (agency), upon the death or disability of an individual designated in the business entity application or license.

Instructions:

1. Attach a statement explaining the reason for the request for a temporary emergency license. The full name of the producer and the producer's license number. In case of a death provide a copy of an obituary or death certificate. In the case of mental or physical disability attach a doctor's statement that explains the reason the producer is unable to perform business duties.
2. Complete a producer application and a Criminal Background Form. (forms can be found at <https://insurance.arkansas.gov/pages/industry-regulation/licensing/>)
3. Mail completed forms with a personal check, business check, money order or cashier's check in the amount of \$35.00 Made payable to the Arkansas Insurance Department. No temporary checks can be accepted.
4. A business check, money order or cashiers check in the amount of \$22.00 made payable to the Arkansas Insurance Department for the criminal background—no personal check can be accepted for the criminal background request. No temporary checks can be accepted.
5. Mail both forms, checks, and documents to the:

Arkansas Insurance Department
Attn: License Division
1 Commerce Way, Suite 104
Little Rock, AR 72202

Please contact the License Division at 501-371-2750 if you have any questions regarding this matter.