

<b>Clearance Letter Request Form</b>	<b><i>Forms will not be held for a future date and are processed as received.</i></b>
--------------------------------------	---

Clearance Letter requests are processed only for active individual Michigan resident licensees. A Clearance Letter can be requested when a Michigan resident licensee has moved to another state and is applying for licensure in the new home state. Most states rely on verification of an applicant's previous resident license through the NAIC Producer Licensing Database in lieu of a Clearance Letter.

**Required Information about the Licensee**

Insurance Licensee Last Name	First Name	Middle Name / Initial	Suffix (Jr, Sr, etc.)
Michigan System ID (License) Number		National Producer Number (NPN)	

**Clearance Letter Request** for active Michigan resident licensees only:

By checking this box to request a Clearance Letter, I am asking DIFS to deactivate my Michigan resident insurance license, and produce a letter indicating my Michigan resident license is inactive. This will allow me to obtain resident licensure in my new home state.

Enter the **licensee's** email address below. A pdf copy of the Clearance Letter will be sent to the email address provided by the licensee. The licensee's email account must accept messages sent by email addresses ending "@michigan.gov".

Email address (typed or printed)

**Attestation of Individual Licensee**

*By signing this request, I swear under penalty of perjury that I will no longer attempt to operate as a licensee for the specified line(s) of authority in the State of Michigan. I also swear under penalty of perjury that if the license document is in my possession, I agree to immediately destroy it. I certify that the information given on this form is complete and correct.*

<i>Signer's name (typed or printed)</i>	<i>Phone number (required)</i>
<i>Signature</i>	<i>Date signed</i>

Submit completed form by mail to: DIFS Insurance Licensing, PO Box 30220, Lansing MI 48909-7720, by fax to 517-284-8836, or attached to an email sent to [DIFS-Licensing@michigan.gov](mailto:DIFS-Licensing@michigan.gov)