



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
LANSING

PATRICK M. McPHARLIN
DIRECTOR

Memorandum

DATE: August 16, 2018

TO: Producers/Solicitors, Insurers, Agencies, and Education Providers

FROM: Paige McCully, Manager, Insurance Licensing Section

SUBJECT: Discontinuation of FIS 0261 Insurance License Document Request

Effective immediately, the FIS 0261 Insurance License Document Request Form previously used to request a Clearance Letter, Certification Letter, Duplicate License, or a License History has been removed from the [Insurance Licensing Forms](#) section of the DIFS Forms web page.

DIFS will continue to accept completed FIS 0261 Insurance License Document Request forms until August 31, 2018. After this date, the FIS 0261 form will not be processed. You must use the new forms and procedures outlined below.

Effective immediately, please use the [FIS 2329 Clearance Letter Request Form](#) to surrender your Michigan resident individual license and receive a Clearance Letter to provide to the new home state for licensure. In lieu of a Clearance Letter, most states rely on verification of an applicant's previous resident license through the NAIC Producer Licensing Database.

Effective immediately, please use the [FIS 2328 Voluntary Surrender Request Form](#) to surrender your entire license or specific lines of authority. All surrender requests received by DIFS on any other form will be returned.

To review the new process for requesting other documents, please access the updated web page [Document Requests - Certification Letter, Duplicate License, License History](#).