



Producers/Agents Moving to Arkansas

If you are a licensed producer in another state but you are moving to Arkansas and want to convert your license to a resident producer license in Arkansas, please see the following instructions. **These provisions are for producers/agents and do not apply to adjusters.** Forms and instructions can be found on our website at <https://insurance.arkansas.gov/pages/industry-regulation/licensing/> or you can contact the Department at 501-371-2750. Information is based on Arkansas Code Ann. § 23-64-509.

A. Currently Licensed as a Nonresident in Arkansas:

If you are currently licensed as a nonresident in Arkansas and you move to Arkansas, you can change over your active resident license from your former resident state by providing Arkansas with a written request to change to a resident or use Form **AID-LI-COR**. You must meet the following qualifications:

1. Your request must be received within **90 days** of the cancellation of the license in your former home state. If the 90 days is exceeded, you will be required take the exam. Your letter must contain your legal name and your Arkansas license number.
2. You must give us a current Arkansas mailing address, resident address, and business address (if applicable). Including phone numbers and e-mail address if they change. The information should be submitted on the change of address form found on the website at <https://insurance.arkansas.gov/pages/industry-regulation/licensing/>.
3. If your license is active in your former home state—you must contact your former home state to change you to a nonresident producer/agent. We will verify the change via the national database.
4. No fee is required to change you to a resident but if your renewal is close for the non-resident license, we will request that you send the fee in with the change to continue the license as a resident.
5. The resident license will be granted for the same lines of authority that were held in the previous state of residence.

B. If NOT licensed as a Nonresident in Arkansas:

****It is highly recommended that you hold a nonresident AR license prior to moving to AR. You will be able to switch the nonresident status to resident with no paper application. The paper application process does require approximately 30 days for processing.****

If you are or were recently licensed in your former home state and you are not currently licensed as a nonresident in Arkansas and move to Arkansas you must complete an application for a resident license Application **AID-LI-RP** for within 90 days of the move and send the application with fee (\$70.00) and you must complete the ASP-122 criminal background form and submit with a \$22.00 fee. The checks must be payable to the Arkansas Insurance Department and the \$22.00 check must be a business check, money order or cashier's check—no personal check can be accepted. If the **90 days is exceeded**, then you will be subject to the license exam and pre-license education requirements. We will verify license in former home state via the national database. You must surrender the resident license in the former home state or change it to a non-resident license. The resident license will be granted with the same lines of authority or Arkansas equivalent line of authority that was held in the former resident home state.

*** Important Items

- If you were exempt from continuing education in your former home state, that exemption **will not carry over to Arkansas**. Anyone who becomes licensed as a resident after July 1, 2003, can never become exempt from continuing education. You will be required to complete continuing education as a resident of Arkansas. There are no age exceptions.
- You cannot be a resident of two states.
- Your new resident license will be subject to renewal on or before your birthday not the end of the birth month as in some states. Continuing education is due at the same time the license renews.



ARKANSAS INSURANCE DEPARTMENT
1 COMMERCE WAY, SUITE 104
LITTLE ROCK AR 72202
PHONE: 501-371-2750
FAX 501-683-2604

WEBSITE: https://insurance.arkansas.gov/pages/industry-regulation/licensing/

Change from Nonresident to Resident
(Print or Type)

YOU MUST CONTACT YOUR FORMER HOME STATE AND CHANGE YOUR FORMER RESIDENT STATE LICENSE TO A NONRESIDENT OR SURRENDER THE LICENSE IF YOU NO LONGER DESIRE TO BE LICENSED IN THE FORMER STATE. THE ARKANSAS DEPARTMENT WILL ELECTRONICALLY VERIFY THE STATUS OF THE FORMER STATE STATUS.

Date: _____

Current Arkansas Nonresident License # _____

Name: _____

I am currently a resident of _____ but I have moved to Arkansas and wish to change my nonresident license to an Arkansas resident license. My resident license in the other state has been active within the last 90days.

Signed: _____

Addresses: You are required to complete the mailing and physical address (even if you cannot receive mail at the resident address. Please complete the following: If something does not apply please put N/A.

New Mailing Address:

Street Number or P.O. Box City Zip

New Physical Address:

Street Number or Route # City Zip

New Business Address: (if applicable)

Street Number or P.O. Box City Zip

Contact Phone Number: _____ Home Phone Number: _____

Business Phone Number: _____ Fax Number: _____

Email Address: _____