

How to Obtain a Certification/Clearance Letter

PLEASE NOTE: You may not need a certification letter, please contact the state you are applying to and verify that a certification letter is needed to apply.

If you are applying for a non-resident license in another state, you will be required to submit a Letter of Certification from Illinois.

If you are moving to another state, you will be required to submit a Letter of Clearance from Illinois. **Note:** A clearance letter cancels your Illinois license effective the date the letter is issued.

You may request a certification or clearance letter by writing to the Producer Licensing Unit, Illinois Department of Insurance, 320 W. Washington St., Springfield, IL 62767-0001. You may also use a [Certification/Clearance Request Form](#). Your request must include:

- A check for \$10.00 fee, payable to the Director of Insurance. **Note:** If you request more than one certification letter, you must send \$10.00 for **each** certification.
- The producer's name, social security number, and return address.
- The producer's written signature, if requesting a Letter of Clearance.