



Two Year Transition Renewal Form

Licensee Name: _____ **DOB update:** _____
 (Please print legibly the name that is currently on file)

:: Change Request only: (New Name) _____

GA License #: _____ License Type: Resident Non-Resident

License(s) being renewed: Please check all applicable boxes.

If you are unsure of your renewal fee, please contact Pearson VUE at 888.204.6204.

Total Fee enclosed: _____

Birth Month	Transition Expiration Date	Length of transition license	Agent without Variable Products (VP)	Agent with Variable Products (VP)	Limited Sub-agents	Adjuster or Counselor	Surplus Lines Broker
January	01/31/2015	25 Months	\$104.25	\$208.50	\$109.25	\$104.25	\$625.00
February	02/28/2015	26 Months	\$108.50	\$216.75	\$113.50	\$108.50	\$650.00
March	03/31/2015	27 Months	\$112.50	\$225.00	\$117.50	\$112.50	\$675.00
April	04/30/2015	28 Months	\$116.75	\$233.50	\$121.75	\$116.75	\$700.00
May	05/31/2015	29 Months	\$121.00	\$241.75	\$126.00	\$121.00	\$725.00
June	06/30/2014	18 Months	\$75.00	\$150.00	\$80.00	\$75.00	\$450.00
July	07/31/2014	19 Months	\$79.25	\$158.50	\$84.25	\$79.25	\$475.00
August	08/31/2014	20 Months	\$83.50	\$166.75	\$88.50	\$83.50	\$500.00
September	09/30/2014	21 Months	\$87.50	\$175.00	\$92.50	\$87.50	\$525.00
October	10/31/2014	22 Months	\$91.75	\$183.50	\$96.75	\$91.75	\$550.00
November	11/30/2014	23 Months	\$96.00	\$191.75	\$101.00	\$96.00	\$575.00
December	12/31/2014	24 Months	\$100.00	\$200.00	\$105.00	\$100.00	\$600.00

Additional Requests:

- :: Renew without Variable Products:** (initials) _____
- :: Place my license on a Non-Active Status. Add an additional \$25 fee**
 Note: You must be licensed for at least 10 yrs in order to go Non-Active. This is a ONE TIME fee in addition to your renewal fee. No additional fee required for license already placed on a Non-Active status.
- :: Cancellation ONLY:** Please cancel the above selected license(s).

Agent Signature Required: _____ Date: _____

Note: If you are a **Limited Sub-Agent** and wishes to change your sponsoring agent, you must do so by submitting a new license application to the Georgia Insurance Department (oci.ga.gov).

**FORMS RECEIVED AFTER THE DUE DATE OF NOVEMBER 1ST, MUST
INCLUDE A LATE FEE OF \$15.**

The Applicant must read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include a signature:

1. **Since the last renewal or initial application in this state, have you been convicted of, or are you currently charged with, committing a crime, whether or not adjudication was withheld, or have you been sentenced as a first offender?**

Yes No

"Crime" includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations and juvenile offenses.

"Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or having been given probation, a suspended sentence or a fine.

If you have a felony conviction, have you applied for a waiver as required by 18 USC 1033?

N/A Yes No

If so, was that waiver granted? (Attach copy of 1033 waiver approved by home state.)

N/A Yes No

If you answer yes, you must attach to this application:

- a. a written statement explaining the circumstances of each incident:
- b. a certified copy of the charging document, and
- c. a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

2. **Since the last renewal or initial application in this state, have you or any business in which you are or were an owner, partner, officer, or director ever been involved in an administrative proceeding regarding any professional or occupational license?**

Yes No

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a. a written statement identifying the type of license and explaining the circumstances of each incident:
- b. a certified copy of the Notice of Hearing or other document that states the charges and allegations, and
- c. a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

3. Since the last renewal or initial application in this state, do you have a child support obligation in arrearage?

Yes No

If you answer yes to Question 3, by how many months are you in arrearage? months

4. Since the last renewal or initial application in this state, are you the subject of a child support related subpoena or warrant?

Yes No

Make check payable to:
Pearson VUE/Georgia Insurance Department

Mail Completed Renewal Application Form to:
Pearson VUE/Georgia Insurance Department
P.O. Box 281137, Atlanta, GA 30384

Licensee's Signature: _____ Date: _____

Current Contact Information: (Please print legibly)

Phone Number: _____ Email: _____

Home: _____

Business: _____

Mailing: _____

***** Reminder *****

In compliance with the Georgia Illegal Immigration Reform and Enforcement Act, a completed, signed & notarized copy of the Citizenship Affidavit Form (GID-276-EN), is required for processing this request. The accompanied front AND back of the verifiable document must be clear.



OFFICE OF COMMISSIONER OF INSURANCE
COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

Ralph T. Hudgens, Commissioner

2 Martin Luther King Jr., Dr., West Tower, Atlanta, GA 30334



www.oci.ga.gov

**Illegal Immigration Reform And Enforcement Act
Notice**

**ENFORCEMENT
GID-276-EN AUG2012
(replaces GID-235-SF)**

In accordance with O.C.G.A. § 50-36-1, the Office of Insurance and Safety Fire Commissioner is required to verify the lawful presence of all new and renewal applicants. **Therefore, the following documents must be included with every application submitted to this Office:**

1. **A signed and notarized copy of the attached Citizenship Affidavit Form; and**
2. **A copy of the front AND back of one secure and verifiable identification document.** *(Attached is a list of ALL secure and verifiable documents that this Office can accept in order to satisfy this requirement. We cannot accept any documents that are not included in this list. These documents may be submitted to this Office electronically.)*

All applicants are required to submit LEGIBLE COPIES of these two (2) documents before an application can be processed. If applying on behalf of a business entity, then an employee or officer of the business entity, who has authority, must complete and submit these documents.

In addition, if you (or, for a business entity, the employer or officer with authority) are not a United States citizen, we are required by law to verify your immigration status through the Federal Systematic Alien Verification of Entitlement (SAVE) program.

MAILING INSTRUCTIONS

Submit the two (2) required documents referenced above with your complete application to the email address (if submitted digitally) **OR** to the mailing address (if submitted in paper form) specified in the application instructions.

HOW TO FILL OUT THE CITIZENSHIP AFFIDAVIT FORM

Spaces #1 - #3 – Applicant should put an X in the space that best describes the applicant’s citizenship status. Please note that applicant should put an X in ONLY ONE of these spaces.

- If you put an X in Space #2 (legal permanent resident) OR Space #3 (qualified alien or non-immigrant), then applicant **MUST** write down the alien number that was issued by the Department of Homeland Security or other federal immigration agency in the space provided.

Spaces #4 - #5 – Applicant should fill in the city and state in which this affidavit form is being notarized.

AN APPLICATION CANNOT BE PROCESSED IF THE CITIZENSHIP AFFIDAVIT FORM IS NOT COMPLETELY FILLED OUT.



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If you know one of the following identifiers, please enter it here:

License # _____ NAIC # _____ Employer ID # _____

O.C.G.A. §50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a license, certificate, registration, permit, etc., as referenced in O.C.G.A. §50-36-1, from the Office of Insurance, Safety Fire and Industrial Loan Commissioner, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

[Check ONLY ONE of the following:]

- 1) _____ I am a United States citizen; OR
- 2) _____ I am a legal permanent resident of the United States; OR
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. §50-36-1(e)(1), with this affidavit.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires:

SUBMIT ONLY THIS COMPLETED CITIZEN AFFIDAVIT PAGE WITH THE REQUIRED DOCUMENTATION



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Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]



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- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]