



OFFICE OF COMMISSIONER OF INSURANCE
 COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER
Ralph T. Hudgens, Commissioner



www.oci.ga.gov

Phone: 855-235-5174

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AGENTS LICENSING

INSURANCE NAVIGATOR LICENSE RENEWAL APPLICATION

GID-398-AL APR2015

Renewal Application is due with payment annually by August 31st

GA Navigator License # _____ GA Resident Non-Resident

Licensee Name: _____

Check box for Name Change Request Only and indicate New Name on line below: _____ Contact Phone Numbers:

Current Contact Info

<input type="checkbox"/>	Home Address:	→	
<input type="checkbox"/>	Business Address:	→	
<input type="checkbox"/>	Mailing Address:		
<input type="checkbox"/>	Email Address:	Fax:	

INSURANCE NAVIGATOR RENEWAL FEES

License Type:	Fee:	Initial:	R	C	Additional Requests:
Insurance Navigator	\$ 50				Late Applications* – Add Fee of \$15 * applies if received from 9-1 to 9-15; thereafter submit a new application
Initial & check applicable box above: R for Renew; C for Cancel					
Please cancel the Navigator license. Signature → _____					

FEES PAYABLE TO: PSI SERVICES LLC **TOTAL FEES DUE → \$** _____

NAVIGATOR QUESTIONS: (All "Yes" answers require documentation that must be certified)

		N/A	Yes	No
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? "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? If so, was that waiver granted? (Attach copy of 1033 waiver approved by home state.) 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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? "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 requirement 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Since the last renewal or initial application in this state, do you have a child support obligation in arrearage? If, you answer yes to Question 3, by how many months are you in arrearage? → _____ months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Since the last renewal or initial application in this state, are you the subject of a child support related subpoena or warrant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are you a non-citizen /alien of the USA? If Yes, include the GID-276-EN Citizen Affidavit Form with this renewal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have you included proof that you the applicant (or the applicant's sponsoring entity) have been approved by federal authorities, by being awarded a grant or otherwise, to act as a Navigator? Sponsoring Entity: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT'S ATTESTATION:

I HEREBY CERTIFY THAT ALL THE INFORMATION IN THIS ENTIRE APPLICATION, FORM GID-398-AL, INCLUDING ANY DOCUMENTS ATTACHED HERETO, IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT I HAVE ATTACHED ALL APPLICABLE SUPPLEMENTARY DOCUMENTS AND I UNDERSTAND THAT FAILURE TO DO SO WILL RESULT IN REGULATORY ACTION. I HEREBY GIVE MY PERMISSION FOR A CRIMINAL BACKGROUND INVESTIGATION.

SIGNATURE OF APPLICANT → _____ DATE _____



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PLEASE DO NOT SUBMIT THIS INSTRUCTIONS PAGE WITH THE APPLICATION.

INSTRUCTIONS:

CITIZENSHIP AFFIDAVIT	Form GID-276-EN verifying lawful presence of all new and renewal applicants must be submitted with this application for processing.
FINGERPRINTS	All New Applicants, excluding active licensees and individuals that apply for reinstatement within 6 months of expiration date, shall be required to submit electronic fingerprints for a criminal background check. The applicant shall bear the cost for electronic fingerprinting. Fingerprinting information can be found on the department's website.
PRE-LICENSING	Provide a pre-licensing course <u>certificate with resume</u> of applicant's educational qualifications related to the functions of a Navigator.

LICENSE FEE: \$ 50	<u>Regular Mailing Address WITH PAYMENT:</u>	<u>Overnight Mailing Address WITH PAYMENT:</u>
	PSI Services LLC P.O. Box 742983 Atlanta, Ga. 30348-2983	Bank of America ATTN: PSI Services LLC Box 742983 1075 Loop Road (2nd Floor) Atlanta, GA 30337