



LOUISIANA DEPARTMENT OF INSURANCE

JAMES J. DONELON  
COMMISSIONER

**BULLETIN NO. 09-11**

**TO: ALL INSURERS AND PRODUCERS LICENSED  
TO TRANSACT BUSINESS IN LOUISIANA**

**FROM: JAMES J. DONELON, COMMISSIONER OF INSURANCE**

**RE: CHANGE OF ADDRESS  
ELECTRONIC SUBMISSION REQUIRED**

**DATE: DECEMBER 1, 2009**

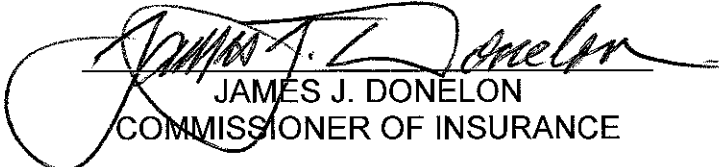
In order to streamline operations and to increase efficiency of its regulatory processes, the Louisiana Department of Insurance (LDOI) implements the following changes to its procedures regarding requests for a change of address. The LDOI receives in excess of 550,000 annual requests for revisions to the information maintained in the various LDOI databases including many requests for a change of address. It has been demonstrated that the electronic submission of information is much more efficient than the handling of paper submissions.

Beginning January 1, 2010, the LDOI will only accept electronic submissions or requests from an insurance producer and/or insurance producer agency for a change of address.

The LDOI already accepts electronic producer and producer agency change of address requests through the National Insurance Producer Registry (NIPR). In order to more fully leverage electronic change of address requests, effective January 1, 2010, the LDOI will only accept change of address requests that are submitted electronically. After January 1, 2010, any change of address request received in paper form will not be processed. The electronic change of address can be accessed at <https://www.nipr.com/ACR/SignIn>

Questions regarding Bulletin No. 09-11 or this new procedure may be directed to the Director of Producer Licensing, Office of Licensing and Compliance, at the LDOI at (225) 342-0860.

Baton Rouge, Louisiana, this 1st day of December 2009.

  
JAMES J. DONELON  
COMMISSIONER OF INSURANCE