



South Carolina Department of Insurance

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MARK SANFORD
Governor

SCOTT RICHARDSON
Director of Insurance

REQUEST FOR A HOME STATE LETTER OF CERTIFICATION

A letter of certification is used when an individual is obtaining a license in another state and must show that he/she is licensed and in good standing in the home state.

NAME _____ DATE _____

LICENSE # AND/OR SOCIAL SECURITY # _____

_____ Fee for a Letter of Certification \$3.00 per letter

INDIVIDUAL'S SIGNATURE _____

REQUEST FOR A LETTER OF CLEARANCE

A letter of clearance is used when an individual is moving from one state to another state and must show that he/she is no longer licensed in the previous state and left in good standing. A letter of clearance will cancel the produce license and all appointments.

NAME _____ DATE _____

LICENSE # AND/OR SOCIAL SECURITY # _____

_____ Fee for a Letter of Clearance \$3.00 per letter

INDIVIDUAL'S SIGNATURE _____

**YOU MUST ENCLOSE A STAMPED SELF-ADDRESSED
ENVELOPE WITH THE REQUEST**