

Licensing Information

The information on this page will help you understand what each license is used for, what the qualifications are for that license, and how to maintain it. If you have any questions, comments, or suggestions, please email us at AgentLicensing@MyFloridaCFO.com.

Select a tab below:

AGENTS / ADJUSTERS

AGENCIES / FIRMS

Agents/Adjusters

Getting Started

- [What type of license do I need?](#)
- [What is MyProfile?](#)
- [Common Agent/Adjuster FAQs](#)

Applicants

- [List of licenses and their qualifications](#)
- Qualification information pages:
 - [Citizenship requirement](#)
 - [Find a pre-licensing course](#) on the Education Database (click the "Prelicensing" radio button)
 - [Transfer of license](#)
 - [Reciprocating states](#)
 - [Professional designations](#)
- [Fingerprinting information](#)
 - [Applicants with criminal histories](#)
- [Apply for a license](#)
 - [Payment methods and fees](#)
- [Exam information](#)
 - [Examination study manuals](#)
 - [Examination candidate handbook](#)
 - [Examination content outline](#)

Licensees

Continuing Education:

Note: Carefully review the information below. If you have any CE questions, you can send them to AgentLicensing@MyFloridaCFO.com.

- [CE requirements by license type](#)
- [The 5-hour law & ethics CE course](#)
- [Who's responsible for what with regard to CE requirements?](#)
- [Non-resident all-lines adjuster reciprocity](#)
- [Find a CE course](#)
- [Check your CE status](#)

- [Continuing Education FAQs](#)

Appointments:

[Additional information about appointments can be found under the "Agent and Adjuster General Licensing and Compliance" and "eAppoint and Appointments" FAQs.](#)

Section [626.112](#), Florida Statutes, states that no person may be, act as, or advertise or hold himself or herself out to be an insurance agent, insurance adjuster, customer representative, service representative, or managing general agent unless he or she is currently licensed by the department and appointed by an appropriate appointing entity or person. All licenses require an appointment with the exception of insurance agency licenses.

Other resources:

Read the division's online newsletter, [Insurance Insights](#), which includes valuable information for agents, adjusters and agencies about what's happening in Florida's market and trends we're seeing. If you're a licensee with a valid email address on file, you will be emailed when new issues have been published. However, you can always read the latest issue, as well as past issues, on our website. Click below to read!



Agencies/Firms

Getting Started

- [What type of license do I need?](#)
- [What is MyProfile?](#)
- [Opening an insurance agency](#)
- [Opening a title agency](#)
- [Opening a bail bond agency](#)
- [Common Agency/Firm FAQs](#)

Applicants

- [List of licenses and their qualifications](#)
- [Reciprocating states](#)
- [Fingerprinting information](#)
 - [Officers/Owners with criminal histories](#)

Licensees

Maintaining License:

The following changes can be made within [MyProfile](#):

- Add a branch location or apply for a branch license (excludes title)
Note: Branch locations or licenses can be added upon the issuance of the parent license.
- Primary location address, phone, and email address change
- Branch location address and phone change
- Agent-in-charge add/termination (insurance agencies only)
- Officer/Owner change (insurance agency only)
- Remove branch location (insurance agencies only)

Branch Locations:

Any physical branch location transacting under the same name and FEIN must be, depending on the type of agency/firm license, licensed or listed as a branch location. For example, insurance agencies have a branch **locations** list and warranty firms have branch location **licenses**.

- Branch **licenses** are applied through and maintained within the MyProfile account of the licensed parent location.
- Branch **locations** list are maintained within the MyProfile account of the licensed parent location.

Officer/Owner Changes:

Documentation of the change must be submitted to the department within 30 days from the change, and documentation must be from the Florida Division of Corporation or the equivalent Division in the agency/firm's home state. The documentation must be sent to AgentLicensing@MyFloridaCFO.com.

Agency/Firm licenses that require officer/owner background checks will require the same background check on any newly listed officers/owners. This does not apply to current officers that have changed positions.

Appointments:

(This section does not apply to insurance agencies.)

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Closing an Agency/Firm:

- [Closing an insurance agency](#)
 - [Surrender/Terminate Agency License](#)
- [Closing a title agency](#)
- [Closing a bail bond agency](#)

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