

Office of Superintendent of Insurance  
Producer Licensing Bureau

**REQUEST FOR LETTER OF CLEARANCE**

Please take special care when completing this form. All filing fees are non-refundable or non-transferable, whether or not the application is processed. NMSA 59A-6-1 All fees are earned when paid and are not refundable.

**LETTER OF CLEARANCE**

This is a certified statement that an individual and/or business entity is NOT currently licensed and/or appointed to transact business in the state of New Mexico.

**If the licensee is currently active, please attach a letter of voluntary surrender.**

Fee is \$10.00. Make check or money order payable to OSI

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PLEASE PRINT LEGIBLY

Name as shown on License: \_\_\_\_\_

License Number: \_\_\_\_\_

Social Security Number or FEIN Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Numbers of Letters requested: \_\_\_\_\_ X \$10.00 = \$ \_\_\_\_\_ Total Fee Submitted.  
To expedite your request, please submit a self-addressed envelope.

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Mailing Address: Producer Licensing Bureau, PO Box 1689, Santa Fe, NM 87504

Overnight Delivery: Producer Licensing, 1120 Paseo de Peralta, Rm 331, Santa Fe, NM 87501

Email: [agents.licensing@state.nm.us](mailto:agents.licensing@state.nm.us)

Website: <http://www.osi.state.nm.us/agent-licensing/index.html>

Telephone: 505-827-4349