



South Carolina Department of Insurance

Division of Consumer and Individual Licensing Services
Capital Center
1201 Main Street, Suite 1000
Columbia, South Carolina 29201

Mailing Address:
P. O. Box 100105, Columbia, SC 29202-3105
Telephone: (803) 737-6095

MARK SANFORD
Governor

SCOTT RICHARDSON
Director of Insurance

BULLETIN NUMBER 2009-03

To: All Insurers, Licensed Producers, Adjusters, Public Adjusters, Appraisers, Surplus Lines Brokers, Bail Bondsmen, and Licensed Insurance Agencies

From: Scott H. Richardson, CPCU
Director

Subject: Printing of Licenses and Letters of Certification Online

Date: April 23, 2009

Effective June 1, 2009, the Department will no longer print or mail hard copies of licenses, limited line appointments or letters of certification. Licensed individuals will be able to print copies of their license and Letter of Certification via the Department's *SCDOI Online Services*. All producers, adjusters, public adjusters, appraisers, surplus lines brokers, surety bondsmen, professional bondsmen, runners, agencies and company authorized submitters will be able to print licenses and Letters of Certification online without charge. In order to complete the print license process, please complete the following steps:

Print Procedures: License or Letter of Certification

1. Go to the Department's website at: www.doi.sc.gov.
2. At the top left corner of the screen, Click on *SCDOI Online Services*.
3. Select *Print License or Letter of Certification* under *General Public Individual Users*.
4. Key in the *Social Security Number* and *Birth Date* in the format as shown next to the *SS#* and *DOB* boxes and click enter.
5. In the Drop Down menu, Choose *License Type*.
6. Click *Print License*.
7. Copies of duplicate or amended license can be obtained anytime using steps 1- 6 above.

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1. Go to the Department's website at: www.doi.sc.gov.
2. At the top of the screen, Click on *Search SCDOI Database*.
3. Click on *Search for Individuals*.
4. Enter the *Individual Producer Number* or *Last Name*.
5. Click *Search*.
6. Click on *Individual's Name*.
7. Click on *Type of License* (in blue) to see the license or appointments status.

Questions regarding this bulletin should be submitted in writing to the Agent mail box at the agntmail@doi.sc.gov. Questions regarding surety bondsman, professional bondsman or runner bondsman licensure requirements should be submitted in writing to Willie Seawright at wseawright@doi.sc.gov.¹

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