



Department of Insurance

Mike DeWine, Governor  
Jon Husted, Lt Governor

Judith L. French, Director

# License Inactivation Request Form

Licensing Division, 50 W Town Street, 3rd Floor - Suite 300, Columbus OH 43215  
614-644-2665 | 614-387-0051 (Fax) | insurance.ohio.gov

Name			National Producer Number
Address			Ohio License Number
City	State	Zip	Phone Number

An agent may be eligible for inactive status only if and so long as all of the following conditions are met.

1. The agent is not employed or engaged, full or part-time, in any capacity for which an agent's license is required and does not engage in or in any way participate in or assist with any activity for which an agent's license is required in this state. This does not apply to clerical or ministerial acts.
2. The agent must be out of the insurance industry in relation to any duties or activities that would require an agent's license **for at least the next 24 months.**
3. The agent must be in compliance with their continuing education requirements and be in good standing with the Department at time of the inactivation request.
4. Only Ohio resident agents, who hold a major line of authority license, title license or surety bail bond license, may request inactive status.
5. The inactivation request is not received after the license expiration date.
6. Return completed form to **Ohio Department of Insurance, License Division, 50 W. Town St, Suite 300, Columbus, Ohio 43215.**

When an agent is granted inactive status, the inactive status will be effective immediately after the superintendent receives the request.

An agent who has been granted inactive status must notify each insurer with which he or she is appointed no later than ten days after inactive status is granted. Failure to do so is grounds to terminate the inactive status. All appointments held by an agent who has been granted inactive status shall be void as of the date inactive status is granted.

When an agent is granted inactive status, the inactive status affects all licenses and appointments held by that agent. If inactive status is granted, the agent is exempt from any continuing education requirements imposed under the Insurance Agents Law.

If an agent is granted inactive status and subsequently engages in, participates or assists in any way in any conduct or activity for which a license is required, excluding clerical or ministerial acts, such person's license(s) may be suspended, revoked or the Superintendent may impose a civil penalty in an amount not to exceed \$25,000. The making of any misrepresentation, or any untrue, misleading or deceptive statement or assertion in support of or in connection with a request for inactive status is an unfair and deceptive act or practice in the business of insurance. The licenses of an agent who has been granted inactive status shall be subject to suspension, revocation or any other disciplinary action for questionable conduct, including, but not limited to non-compliance with continuing education, occurring before or after the inactive status was granted the same as if the agent had not been granted inactive status.

A person who has been inactive for two (2) or more years, may return to active status upon the following conditions:

- The person notifies the superintendent using the form and means prescribed by the Superintendent and provides any other information requested by the Superintendent.
- The person has completed approved continuing education credits based on the license type being reactivated (or has completed a pre-licensing education course for the particular type of license being reactivated) within the proceeding six (6) months.
- The person has paid any required fees.

A person who has been inactive for less than two (2) years will need to comply with the pre-licensing requirements as though applying as a new agent.

Reason for requesting inactive status: \_\_\_\_\_

I hereby verify that I have read and understand the conditions of inactive status of my Ohio Insurance license.

Signature of Agent \_\_\_\_\_

Date \_\_\_\_\_

### DEPARTMENTAL USE ONLY

Compliant with CE credits at time of Inactivation \_\_\_\_\_ Date of Inactivation \_\_\_\_\_