Colorado Division of Insurance
Agency Personnel Registration
Registration Requirements, Instructions, and Frequently Asked Questions

Registration Requirements
The following section provides information on the statutory agency registration requirements. A new agency must disclose the following agency registrations on their New License Application. Agencies already holding a Colorado license must maintain these registrations and ensure that the information is current.

1. Responsible Producer (RP)
   The agency must have exactly one responsible producer who is (a) a company officer, partner or director, and (b) who currently holds an active Colorado insurance license.

2. Registered Producer
   The agency must have a registered producer who is licensed in Colorado for each qualification that the agency holds. This producer(s) can be registered as a responsible producer, an officer, partner, or director or an agent.

3. Officer, Partner, or Director Registration
   The agency must register all licensed and unlicensed partners, officers, and directors.

4. Agency Personnel Registration
   The agency must register all producers as agents.

Registration Instructions
The following section provides instruction on where to obtain a list of the agency's registered producers and how to register or inactivate a producer registration using the online service.

Please note that when registering an unlicensed officer, partner, or director, you must submit the Agency Personnel Registration/Cancellation Form located on the Pearson VUE website at http://www.asisvcs.com/publications/pdf/600606.pdf. This form is only accepted for the registration of unlicensed personnel. All other registrations must be submitted online.

Obtain a List of Already Registered Producers
1. Log on to the web at www.sircon.com/colorado.
2. Select Check Your Status with a State.
4. Choose Colorado from the State drop down menu.
5. Enter the EIN and Colorado License Number of the agency.
6. Select “Submit”.
7. No fee is required. Select Continue.
8. The agency's registrations will be listed under Individual Associations.

Register a Producer
1. Log on to the web at www.sircon.com/colorado.
3. Enter the agency EIN or Colorado License Number.
4. Enter State (CO).
5. Select Search.
6. In the Action dropdown box, select Create.
7. Enter the SSN and Last Name of the producer that is being registered.
8. Select Continue.
9. In the New Association field, select one of the following registration types:
   a. Responsible Producer: Select to register a Responsible Producer who is a company officer, partner, or director. Please note you must also create an Officer registration for the responsible producer.
   b. Officer: Select to register a company officer, partner, or director.
   c. Agent: Select to register a licensed producer who is not a company officer, partner or director or the responsible producer.
10. Select Create Association.
11. Enter Position, if applicable.
12. Enter Begin Date.
13. Select Submit.
14. Select Continue on the Fee Summary Page. There is no fee required.
15. Once your request is complete, the following message will appear: YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED.
16. If you have a license renewal pending the completion of agency registration, be sure to contact Pearson VUE to resume processing your license renewal application.

Inactivate a Registration

1. Log on to the web at www.sircon.com/colorado.
3. Enter the agency EIN without the hyphen or Colorado License Number.
4. Enter State (CO).
5. Select Search.
6. In the Action drop down box, select Terminate.
7. Enter the SSN and Last Name of the producer whose registration is being inactivated.
8. Select Continue.
9. All of the active registrations for the producer will appear. If more than one active registration exists, click in the box next to the registration being inactivated.
10. Enter the End Date.
12. Select Continue on the Fee Summary Page. There is no fee required.
13. Once your request is complete, the following message will appear: YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED.
14. If you have a license renewal pending changes to agency registration, be sure to contact Pearson VUE to resume processing your license renewal application.

Frequently Asked Questions

1. Must the RP hold a Colorado license?
   Yes, the RP must hold an active Colorado license but it may be either Resident or Non-Resident.
2. Must the RP be an officer or director?
   Yes, the RP must be an officer or director and must also hold a RP Registration and an Officer registration.
3. Can the agency have more than one RP?
   No, Colorado requires that one person be designated.
4. Must the RP hold the same lines of authority as the agency?
   No, the RP can hold any line of authority. HOWEVER, there must be one producer registered with the agency with the line or lines of authority of the agency.
5. Must all affiliated producers with the agency be listed?
   Yes, this can be done electronically in Sircon.
6. Is there a fee for affiliation of producers?
   No, there is not a fee for producer registration.
7. What lines of authority must registered producers hold?
   The registered producers may hold any line of authority. HOWEVER, A PRODUCER MUST HOLD THE LINE OF AUTHORITY FOR THE AGENCY. IF THERE IS MORE THAN ONE LINE OF AUTHORITY FOR THE AGENCY, THERE MUST BE AT LEAST ONE PRODUCER HOLDING EACH OF THE LINES OF AUTHORITY.