

*State of Idaho*  
**DEPARTMENT OF INSURANCE**

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**REMOVE A DESIGNATED RESPONSIBLE LICENSED PRODUCER**

*Open this form in Adobe Acrobat if you would like to use the digital signature and submit button.*

- This form will remove a producer from being a Designated Responsible Licensed Producer from a business entity.
- This form does not surrender, cancel or in anyway impact the status of the license being removed.
  - Do not use this form for affiliation or appointment terminations.

**Instructions:**

- Step 1: Open this form in Adobe Acrobat.
- Step 2: Fill out this form completely.
- Step 3: Click submit at the bottom of the form or e-mail the completed form to [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)

Notice is hereby given that the following producer's authority to act as Designated Responsible Licensed Producer for the agency license is to be removed .

Agency	Idaho License # or NPN	Effective Date
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Name of Producer: \_\_\_\_\_, National Producer Number: \_\_\_\_\_

Signature of Authorized Individual

Printed Name/Title

In case we have questions, please provide a contact name, email, and phone below:

Contact name : \_\_\_\_\_ Phone: \_\_\_\_\_

Email address:

Click on SUBMIT below when complete or email the form to [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)

