**Section 3121.30 Insurance Producer**

a) A first time applicant for an insurance producer license will receive a prorated fee for the initial insurance license so that the license's biennial expiration date can be set for the applicant's birth month. This date shall be no less than 18 months and no more than 29 months after the date of issuance.

b) All individual applicants must allow five business days for the Department to receive and distribute reported pre-licensing and continuing education documentation before an applicant can apply or renew a license with the Department.

c) Applicants must provide an email address on their insurance producer applications and notify the Director, through U.S. mail sent to the Department of Insurance, Licensing Unit, 320 West Washington Street, Springfield, Illinois 62767 and/or through contacting NIPR.com, of a change of email address within 30 days after the change.