



It is your responsibility to ensure you have the most [current version](#) of this document.

## Non-Resident Travel Insurance Agent (Firm)

TYPE AND CLASS:

**9-41 Non-Resident Travel Insurance Agent (Firm)**

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“TRAVEL INSURANCE” is defined by law as insurance coverage for personal risks incidental to planned travel, including:

- (a) Interruption or cancellation of trip or event;
- (b) Loss of baggage or personal effects;
- (c) Damages to accommodations or rental vehicles;
- (d) Sickness, accident, disability, or death occurring during travel;
- (e) Emergency evacuation;
- (f) Repatriation of remains; or
- (g) Any other contractual obligations to indemnify or pay a specified amount to the traveler upon determinable contingencies related to travel.

At the time of licensure, the limited lines travel insurance agent establishes and maintains a register on the department’s website and appoints each travel retailer that offers travel insurance on behalf of the limited lines travel insurance agent. The limited lines travel insurance agent must maintain and update the register, which must include the travel retailer’s federal tax identification number and the name, address, and contact information of the travel retailer and an officer or person who directs or controls the travel retailer’s operations. The limited lines travel insurance agent shall submit the register to the department upon reasonable request.

The limited lines travel insurance agent must require each employee and each authorized representative of the travel retailer whose duties include offering and disseminating travel insurance to receive a program of instruction or training. The training material must, at a minimum, contain adequate instructions on the types of insurance offered, ethical sales practices, and required disclosures to prospective purchasers.

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### **STEPS TO OBTAIN 9-41 NON-RESIDENT TRAVEL INSURANCE AGENT (FIRM) LICENSE:**

**Step 1** - You must:

- Answer all of the questions and pay the fees to complete online application.  
[Review fees](#)  
[Apply](#)  
[Fingerprinting fees](#) are not included and must be paid directly to vendor

- Have a Designated Responsible Producer (Agent in Charge) who is licensed in at least one of the following [lines of authority](#).
  - The Designated Responsible Producer is responsible for compliance with the travel insurance laws and regulations applicable to the limited lines travel insurance producer and its registrants

**Step 2 - Fingerprints:**

- The president, secretary, treasurer, and any other officer or person who directs or controls the limited lines travel insurance agent's insurance operations must be [fingerprinted](#).

**Step 3 - Status notification(s):**

- Once an application has been submitted, you may check your MyProfile account for the status of your application. Deficiencies will be listed under the pending license type.
- Once all the above steps have been satisfied, the department will send your approval by email. You may then go to your MyProfile account and click the "Wallet" and/or "Letter" hyperlink(s), under the "Print Licenses" section, to generate a copy of your license for printing.
- Florida Statute [626.172](#) requires the Department issued agency certificate (license) to be prominently displayed in a manner that is clearly visible to any customer or potential customer who enters the agency.

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**Special Note:**

- At the time of licensure, the limited lines travel insurance agent must register and appoint each travel retailer that offers travel insurance on behalf of the limited lines travel insurance agent. The limited lines travel insurance agent must maintain and update the register, which must include the travel retailer's federal tax identification number and the name, address, and contact information of the travel retailer and an officer or person who directs or controls the travel retailer's operations.
- Third party access must be authorized by the licensee through [MyProfile](#) in order for the third party to manage the licensing submissions and changes on behalf of the licensee.
- Appointment of License: This license requires an appointment with a Florida authorized insurer. This license will expire if unappointed for 48 months. Section 626.431(3), Florida Statutes.