



PRODUCERS & ADJUSTERS BULLETIN NO. 22 (Revised)

TO: ALL INSURERS AND LICENSEES
RE: Federal and State Criminal History Reports
DATED: August 14, 2013
REVISED: June 23, 2017

Producers & Adjusters Bulletin No. 22 informed all insurers and licensees doing business in Delaware of the passage of Senate Bill 44 (enacted on July 15, 2013), which required new resident applicants and new non-resident applicants declaring Delaware to be his or her home state to provide a federal criminal history report from the Federal Bureau of Investigation (in addition to a State criminal history report) as part of the application process. As amended by Senate Bill 44, the Code requires any person applying for a resident license, whether a resident applicant or a nonresident applicant that has declared Delaware to be his or her home state, to request a report of the person's entire criminal history record or a statement that no such history exists from the State Bureau of Identification and from the Federal Bureau of Investigation. See 18 **DE Code** § 1706(b)(1).

Agents Bulletin No. 5 (last amended on August 24, 1998) gives instructions for obtaining State criminal reports which are now outdated.

The **purpose** of Producers & Adjusters Bulletin No. 22 (Revised) is to set forth in one bulletin updated instructions for obtaining state and federal criminal history reports, and to withdraw Agents Bulletin No. 5.

The National Insurance Producer Registry administers the licensing process. See <http://www.nipr.com/>.

State and FBI criminal reports may be obtained through the State Police by following the instructions at http://dsp.delaware.gov/dsp_sbi_obtaining_a_certified_criminal_history.shtml.

Questions concerning Producers and Adjusters Bulletin No. 22 (revised) should be emailed to licensing@state.de.us.

This Bulletin shall be effective immediately and shall remain in effect unless withdrawn or superseded by subsequent law, regulation or bulletin.

Handwritten signature of Trinidad Navarro in blue ink.

Trinidad Navarro
Delaware Insurance Commissioner