

R590-244-12

Designations and Termination of Designations by Agencies

Done online at:

www.sircon.com/utah

Goto Maintain your firm association

Put in the agency EIN (Tax Id) number or license number and select state Utah, then search

Next you have three choices, to create, maintain or terminate

When you are putting in the Social Security number make sure to leave off the dashes.

Enter the individual's last name and hit continue. You will then see the drop down box below.

Action : Create

Individual	SSN	City	State	Association
There are no current associations.				
New Association				<input type="text"/>

You will then want to choose association as agent, unless it is the main Designated Responsible License Person; that association is for the main qualifier of the agency license. Then click create association.

The next screen is going to ask for an association position which can be blank and the date default to the date inputting the information.

You will then click submit and the transaction will charge you \$3.75 as which time you click continue and it takes you to the payment screen.

Each Sircon/Vertafore Transaction will cost \$3.75; (this includes Creating an Association and Terminating an Association).

You have to pay each time it does not allow you to run a tally of different tasks and then pay a lump sum.

In addition please review this:

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(3) Termination for Cause.

(a) In addition to electronically terminating the individual licensee's designation, an agency that terminates an individual licensee for cause must send the following information to the department via facsimile at 801-538-3830 or as a PDF attachment to an email to licensing.uid@utah.gov :

(a) the agency must state that the termination was for cause; and

(b) provide the specific circumstances causing the termination for cause.

Questions please contact Heidi Petermann at 801-538-3855, Option 1.