



Arizona Insurance Licensing Section

FORM L-177

REPORT OF A CHANGE TO MEMBERS, OFFICERS OR DIRECTORS

The designated responsible producer ("DRP") must complete and submit both sides of this form within 30 calendar days of any change in the business-entity licensee's members, officers or directors. ARS § 20-286(C)(2). The DRP must ensure that the information submitted is true and accurate for each individual and all individuals designated on this form. Providing incorrect, misleading, incomplete or materially untrue information are grounds for disciplinary action against the DRP and the business-entity licensee.

Name of BUSINESS ENTITY LICENSEE			AZ License # - BUSINESS ENTITY
DRP Last Name	DRP First Name	DRP Middle Name	AZ License # - DRP
Member, Officer or Director Last Name:		First Name:	Middle Name:
Title (President, Member, CEO etc):			
Member, Officer or Director Last Name:		First Name:	Middle Name:
Title (President, Member, CEO etc):			
Member, Officer or Director Last Name:		First Name:	Middle Name:
Title (President, Member, CEO etc):			
Member, Officer or Director Last Name:		First Name:	Middle Name:
Title (President, Member, CEO etc):			
Member, Officer or Director Last Name:		First Name:	Middle Name:
Title (President, Member, CEO etc):			
Member, Officer or Director Last Name:		First Name:	Middle Name:
Title (President, Member, CEO etc):			
Member, Officer or Director Last Name:		First Name:	Middle Name:
Title (President, Member, CEO etc):			



**Do not submit this INSTRUCTIONS page – keep it for your records.**

## **INSTRUCTIONS FOR FORM L-177**

- 1. If you answered “YES” to any of the BACKGROUND QUESTIONS on Page 2, you must include**
  - a. A SIGNED statement describing **in detail** all incidents including (1) names of all parties involved, (2) dates and locations, (3) the names and localities of any courts and/or administrative agencies involved, (4) the disposition of each matter, (5) whether the conviction, plea or finding was for a felony, misdemeanor or open-ended charge; **and**
  - b. Certified copies of any and all indictments, complaints, plea agreements, orders of conviction, notices of hearing or trial, sentencing orders, suspension/revocation orders and any other information which relates to each matter. If certified copies are not available, you must provide as a part of this application a letter from the clerk of the pertinent court or the official involved stating the records are not available and the reason.
  
- 2. You must include a blue-outlined, matte-finish fingerprint card (Form FD-258) completed in black ink, accompanied by the FBI Fingerprint Card Processing Fee for each additional member, officer or director, if:**
  - a. The business entity holds an Arizona resident insurance license or the business entity resides in a state that does not license business entities, **AND**
  - b. The member, officer, or director has not had their fingerprints processed by the Arizona Department of Insurance within 12 months preceding the Department’s receipt of Form L-177.

**Fingerprints must be applied to the card by a professional fingerprinting technician.** We recommend you use a Prometric site (800-853-5448) because they guarantee the fingerprints will be readable. If the fingerprints are not clear, the card will be rejected and the bail recovery agent will need to submit a new set of fingerprints. A list of alternative fingerprinting services is available from the PRODUCERS page on the Department of Insurance web site ([www.azinsurance.gov](http://www.azinsurance.gov)). You will have to pay the fingerprinting service to apply fingerprints to the fingerprint card, which is in addition to the fee you will pay the Department for the card to be processed by the FBI.

**The \$24.00 per card FBI Fingerprint Card Processing Fee**, required by ARS § 41-1750, pays the FBI to process the card through the Automated Fingerprint Identification System (AFIS). The fee is not related to the amount that you may need to pay a fingerprinting service to apply fingerprints to the fingerprint card. The FBI Fingerprint Card Processing Fee is set by the Federal Bureau of Investigations and is subject to change without notice. Check the PRODUCERS page of the Department of Insurance web site ([www.azinsurance.gov](http://www.azinsurance.gov)) for up-to-date fee information.

- 3. Remit Form L-177 along with any required fingerprint cards and FBI processing fees to the following address:**

Insurance Licensing Section  
Arizona Department of Insurance  
2910 North 44<sup>th</sup> Street, Suite 210  
Phoenix, Arizona 85018-7269

## **QUESTIONS?**

- Visit the PRODUCERS page of our Internet Web site at [www.azinsurance.gov](http://www.azinsurance.gov);
- Send an e-mail to [Licensing@azinsurance.gov](mailto:Licensing@azinsurance.gov)
- Send a fax to 602.364.4460
- Call us at 602.364.4457