



AGENT/AGENCY LICENSING & APPOINTMENT INSTRUCTIONS

Becoming licensed to sell legal insurance

In order to become licensed to sell legal insurance plans in the State of Florida you will need to obtain a 2-56 Legal Expense License. To do so, please go to the Department of Financial Services website located at www.fldfs.com. On the Home page, click on *Insurance Applications and Forms* under the "For the Agents" section, on that page, click *Forms* in the left hand column and then click on *Online Licensing Application*. Follow the prompts to complete the application. The type of license you are applying for is a 2-56 Legal Expense and no test is required. In addition to your license, you will need to submit fingerprints to the State. Locations for electronic fingerprinting can be found by clicking on *Electronic Fingerprinting* located in the left hand column just above the word *Forms*.

Becoming appointed to sell legal insurance with Guardian Legal

Once you've obtained your 2-56 Legal Expense license from the State, you'll need to fill out Guardian's *Agent/Agency Application for Appointment* and *Agent/Agency Agreement* to start selling our products. These forms are available in the *Business Consultants* section of our website www.guardianlegal.com.

Please read the *Agent/Agency Agreement* carefully. Under this agreement, you agree to solicit business on behalf of Guardian Legal. Your agreement is not effective before the date specified by Guardian, or until the agreement is authorized by Guardian.

The following is a checklist of items needed to become licensed and appointed with Guardian Legal. Please check off each item prior to submitting:

- A copy of your current agent and / or agency license
- A copy of your non-resident license (if applicable)
- An executed copy of the Agent/Agency Agreement
- The completed Agent/Agency Application for Appointment
- A copy of Errors & Omissions declaration page or certificate of insurance
- A completed W-9 form

Please submit all forms and applications by one of the following methods:

Mail:

Guardian Legal – Licensing
750 East Prospect Road
Ft. Lauderdale, FL 33334

Fax: (954) 565-5653