

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF INSURANCE

[Rule No. M04-157]

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Licensing Requirements for Individuals who Procure Surplus Lines Insurance Coverage (Regulatory Bulletin 2004-04).
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
December 1, 2004
- 3. Summary of the contents of the substantive policy statement:**  
This Bulletin helps to clarify a common misconception regarding the interpretation of A.R.S. § 20-411(E) and the licensing requirements for individuals who procure surplus lines insurance coverage.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a new statement.
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Gerrie Marks  
Address: Department of Insurance  
2910 N. 44th St., 2nd Floor  
Phoenix, AZ 85018  
Telephone: (602) 912-8456  
Fax: (602) 912-8452
- 6. Information about where a person may obtain a copy of the substantive policy statement:**  
Copies of this policy may be obtained from the Internet at [www.id.state.az.us](http://www.id.state.az.us) or from the person listed in question # 5 for 25 cents per page.