



Instructions for Questionnaire Completion:

You are receiving this questionnaire because you recently obtained a Resident or Nonresident Surplus Lines License from the Pennsylvania Insurance Department.

In order to get you set up in our Electronic Filing System (EFS), we will need additional information for reporting and compliance purposes. The PSLA stamping office must maintain contact with all surplus lines licensees. To maintain contact on all matters pertaining to the Surplus Lines Law and Regulations; it is necessary to complete the Questionnaire as outlined below.

Please select “Yes” to only one of the questions on the form that determines how you plan to conduct surplus lines business in Pennsylvania, as an independent agent or for an agency.

Please see the options below listed on the Questionnaire:

Question 1: You work for a corporation/partnership that has already registered with PSLA and received a PSLA Customer ID specifically for your current physical business address.

Question 2: You work for a corporation/partnership with a PSLA Customer ID at a different location—not the one you are operating from.

Question 3: You belong to an agency that has never registered with PSLA and does not have a PSLA Customer ID on file.

Question 4: You are a sole proprietor and have not registered with PSLA or received a PSLA Customer ID. Since you are choosing not to register or apply for a surplus lines license for the business entity you are deciding to conduct surplus lines business as a sole proprietor and the PSLA Customer ID number will be issued to you, the individual, and all affidavits, endorsements and reporting forms will be recorded under your individual surplus lines license.

For additional information, please visit our website page at: https://www.pasla.org/lic_overview.htm

Once you have completed the form, please return to agencyervices@pasla.org.



New Surplus Lines Licensee Questionnaire

Date: _____

Individual's Name: _____

Pennsylvania Surplus Lines License No: _____

Effective June 4, 2003, Act 147 went into effect in the Commonwealth of Pennsylvania. Pennsylvania offers reciprocity of licensing to all producers including surplus lines licensees.

The Pennsylvania Surplus Lines Association (PSLA) stamping office must maintain an efficient method of contacting all surplus lines licensees located in the United States and its territories. To maintain contact on all matters pertaining to the requirements of the Surplus Lines Law and its supporting Regulations; it is necessary that you complete the information below and email to Agency Services at agencyservices@pasla.org.

Licensee Email Address: _____

Licensee Telephone Number: _____

Are you affiliated with a corporation or partnership that has a PSLA Customer ID for your location?

_____ Yes _____ No If Yes, fill out the fields below:

Agency Name: _____

Agency Surplus Lines License No: _____

Agency Address: _____

PSLA Customer ID: _____

Agency Telephone Number: _____

Are you affiliated with a corporation or partnership that has a PSLA Customer ID for another location but not for your location?

_____ Yes _____ No If Yes, fill out the fields below:

Agency Name: _____

Agency Surplus Lines License No: _____

Agency Address: _____

Do you belong to an Agency that does not have a PSLA Customer ID?

_____ Yes _____ No If Yes, fill out the fields below:

Agency Name: _____

Agency Surplus Lines License No: _____

Agency Address: _____

Are you a sole proprietor that does not have a PSLA Customer ID?

_____ Yes _____ No If Yes, fill out the fields below:

Individual/DBA Name: _____

Surplus Lines License No: _____

Individual/DBA Address: _____

Once PSLA receives this information we will update our records and assign, if necessary, a Customer ID number.