

HOW TO APPLY FOR AN INSURANCE LICENSE

For Technical and Non-Technical Issues
Contact **ATL311.com** or **404-546-0311** to create a case.



HOW TO APPLY FOR AN INSURANCE LICENSE

The screenshot shows the ATLCORE Business Licensing & Permitting Portal. At the top left is the ATLCORE logo with the text 'BUSINESS LICENSING & PERMITTING PORTAL'. To its right is a banner for 'REVIEW before you RENEW' with '2024 Annual Business License Season is Coming'. The navigation bar includes 'Home', 'Before You Get Started', 'Apply (NEW Business)', 'Renew', 'Pay Invoices', 'Map', 'Search', and 'Calendar'. A blue banner below the navigation bar reads 'Business/Email information changes? Still Have Questions? Contact ATL311.COM or 404-546-0311.' The main heading is 'Welcome to the City of Atlanta Self Service'. A central banner for 'BUSINESS LICENSE RENEWALS' states: '2024 GENERAL BUSINESS LICENSE RENEWALS - BEGINNING JANUARY 2, 2024. FAILURE TO RENEW BY FEBRUARY 15, 2024, WILL RESULT IN A \$500 PENALTY. FAILURE TO PAY BY APRIL 1, 2024, WILL RESULT IN A 10% PENALTY & 1.5% INTEREST ASSESSMENT ON UNPAID PRINCIPAL. Business licenses are valid from January 1 through December 31 of year issued. 2024 Renewal Requirement: Financial Documents are now required to support annual reported Gross Receipts.' Below this are eight service tiles: 'Pre-Zoning Check', 'Login or Register', 'Pay Invoice with Debit/Credit Card', 'Pay Invoice via Lockbox', 'Start a NEW Business', 'RENEW My License for EXISTING Business', 'APPLY for a NEW Alcohol License', and 'APPLY for a NEW Regulatory Permit'. The 'Login or Register' and 'Start a NEW Business' tiles are highlighted with red boxes. A 'Helpful Guides' icon is on the left, and a 'Before you get started' icon is on the right.

Login or Register

1. Using the Google Chrome browser, navigate to the [ATLCORE Business Licensing and Permitting Portal](#). To log in, click **Login or Register (if you do not currently have an account)** from the center of the home page or top right corner of the page.

2. To apply, click **START a NEW BUSINESS** from the center of the home page or **APPLY (NEW BUSINESS)** from the top navigation banner.


HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)






3. Options to search for the license type you are applying for:

- a) Type the name of the application into the **Application Assistant Search Bar** and click the **Search Icon** or press **Enter** on your keyboard.
- b) Use the four tiles below the search bar to narrow your search based on the available options: **See All, Trending, Licenses Only, Permits Only**.
- c) Select your desired application from the list of available applications.


Click **Apply** to begin the application process.

Application Assistant

Insurance - Agent/Agency 

 All  Trending  My History  LICENSES  PERMITS

[> Show Categories](#) [Show My Templates](#)

Insurance - Agent/Agency	
Category Name: Business License	Description: This license is issued to Insurance Agents and Agencies.

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

Apply for License - Insurance - Agent/Agency

*REQUIRED

Select or create the business for this application

Select Company Type ▾

Create New Business During Application

+

Limited Liability Compa ▾

Select Company Type

Corporation

General Partnership

Limited Liability Company

Limited Liability Partnership

Non-Profit

Sole Proprietorship

4. Click on the dropdown box, select the company type. See **Corporation, General Partnership, Limited Liability Company, Limited Liability Partnership, Non-Profit, Sole Proprietorship.**

Note: After selecting the company type, click the “+” plus icon to start the application process.

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

5. On the **Locations** section, under **Locations**, your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. A new window will open for you to enter your address details.

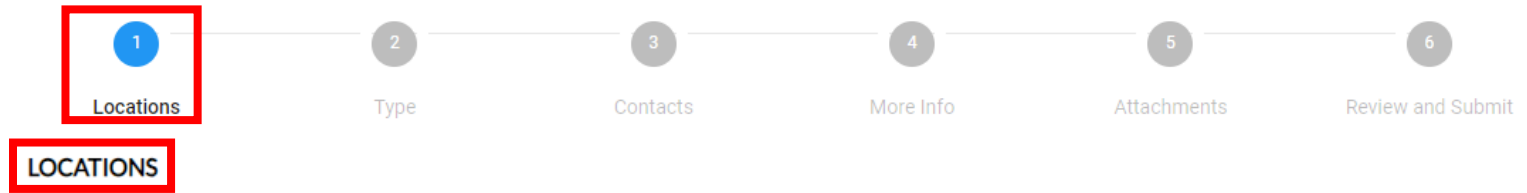
For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type.

For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

After saving your address details, Click **Next**, to proceed.

Apply for License - Insurance - Agent/Agency

*REQUIRED



Your business location and mailing addresses are required for this application to be submitted. Click the **+ Add location** to enter addresses. For addresses within the City of Atlanta, enter the address in the search bar, select add, select the address type. For addresses located outside of the Atlanta area, manually enter the address, select save, and select the address type.

Business Location

Add Location

REQUIRED

- Business Location
- Additional Location
- Business Location
- Event Location
- Home (Principal)
- Home Address
- Mailing

Create Template

[Back to Application](#)

Add Location

Address

Parcel

Add Address As

Business Location

Search

Enter Manually

Address Information

Search



Save Draft

Next

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

6. There are two different methods for adding an address to your business account:
You can **search** our GIS records for an address, or you can **enter the address manually**.

Searching for an Address

1. Make sure Address is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press Enter on your keyboard.
3. Returned results will be displayed below the search bar.

[← Back to Application](#)


Add Location

Address Parcel

Add Address As Business Location

Search Enter Manually

Address Information

Search 

Manually Adding an Address

1. Make sure Address is selected and shown in blue, as shown on the image.
2. Click Enter Manually and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

7. On the **Type** section, under **Business Details**, please complete your application in its entirety.

Note: The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business.

To prevent a delay in processing, enter your business description and TIN/Tax I.D. number.

Apply for License - Insurance - Agent/Agency

*REQUIRED



BUSINESS DETAILS

Please complete your application in its entirety.

Note: The **Company Name** is the name filed with the state/legal name of your business. The **DBA** is the Operating/Trade Name of business.

* Company Type	<input type="text" value="Limited Liability Company"/>
* Company Name	<input type="text"/>
Business Description	<input type="text"/>
DBA	<input type="text"/>
* Location	<input type="text" value=""/>
TIN	<input type="text"/>
Tax ID	<input type="text"/>

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

LICENSE DETAILS

* License Type

Insurance - Agent/Agency

* Description

8. **License Type** – Verify for accuracy. If incorrect, cancel application and restart with correct professional type.

9. **Description** – Include the description of the license that corresponds with the license type.

Click **Next**, to proceed.

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Create Template

Save Draft

Next

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

10. On the **Contacts** section, under **Contacts**, to add the required Licensee, click **+ Add Contact** on the Licensee card. To add all owners of the business, select Business Owner from the drop-down list on the additional card.

Apply for License - Insurance - Agent/Agency

*REQUIRED



CONTACTS

To add the Representative of the Business, click **+ Add Contact** on the Representative of the Business card.

The interface shows two blue cards. The left card is titled 'Representative of the Business' and has a large white plus sign in a red box. The right card is titled 'Add Contact' and has a 'Select Type' dropdown menu with a red box around it. The dropdown menu is open, showing a list of roles with 'Business Owner' highlighted in blue. At the bottom, there are 'Back', 'Create Template', 'Save Draft', and 'Next' buttons, with 'Next' highlighted in a red box.

11. Add a contact by entering a **Name**, **Email**, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually. After adding the **Contact Type** and **Contact**, Click **Next**, to proceed.

[← Back to Application](#)

Add Contact

Add Contact As Representative of the Business ▾

Three buttons are shown: 'Search' (blue), 'Enter Manually' (white with red border), and 'My Favorites' (grey). Below them is a search input field with a red arrow pointing to it. The input field contains the text 'Search Name, E-mail, or Company' and a magnifying glass icon.

*One or more contacts are **REQUIRED**. You can use a contact more than one time. **Contact record must include address.**

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

Apply for License - Insurance - Agent/Agency

*REQUIRED



12. On the **More Info** section, under **More Info**, fields denoted with an asterisk (*) must be completed.

Click **Next**, to proceed.

MORE INFO

Fields denoted with an Asterisk (*) must be completed.

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*Insurance Commissioner License Number

Insurance Commissioner URL

*Have you received Zoning Approval?

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Create Template

Save Draft

Next

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

13. On the **Attachments** section, under **Attachments**, to add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

You will not be able to proceed without providing the required documents.

Click **Next**, to proceed.

NOTE: You can click **Save as Draft** to save your application until you have the required documents. To return to application, locate draft or template. Click on username in top right corner. Select Saved Work. Select My Templates or My Drafts tab.

Apply for License - Insurance - Agent/Agency *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

This business type requires the following required documents. Click the form type below or click "**FORMS**" here to download current forms. To add a document, select the attachment type, click **+ Add Attachment** and upload the document from your computer.

This business type requires the following **Supporting Documents**:

- **Government Issued ID** - It must be valid and match the signature on the application.
- **E-Verify Affidavit** - **THE FORM MUST BE NOTARIZED.**
- **S.A.V.E Affidavit** - **THE FORM MUST BE NOTARIZED.**

Government Issued Photo ID

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Back Create Template Save Draft Next

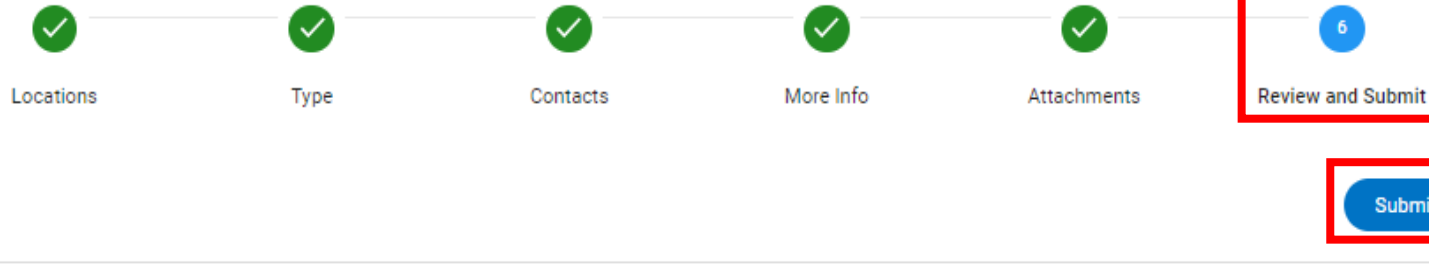
HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

14. On the **Review and Submit** section, review all application details prior to clicking **Submit** to submit your application.

15. After clicking the submit button, a confirmation message will appear with a link to your pending license. Click **Continue to License**, to proceed.

Apply for License - Insurance - Agent/Agency

*REQUIRED



✔ Your application was successfully submitted!

Thank you! You have successfully submitted your application for review. Please note that required fees must be paid before the processing and/or issuance of a license. All application fees are non-refundable. Please allow 6-8 weeks for initial review of your application. No further changes can be made upon submission. If you have any questions or concerns, please contact ATL311 (#311 or 404-546-0311) for assistance.

Locations

Business Location

1234 Stop,...

Basic Info

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

License Number: **INS-0923-23497**

Add to Cart

16. Your **License Number** will appear in the top left corner.

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

Note message on pink banner (*messages may vary from the messages shown*)

The **Status** of your application is in the blue shaded section.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type: Insurance - Insurance Company	District:	Applied Date: 09/27/2023
Account Number:	Issued By: Administrator, System	Period Start Date:
Status: Fees Due		Expiration Date:
Description: Insurance Company		

Business | [Locations](#) | [Attachments](#) | [Contacts](#) | [Classifications](#) | [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name: Insurance Company	DBA:	Open Date:
Company Type: General Partnership	Status: Submitted	Closed Date:

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)

17. From the shopping cart, you can **Remove** the invoice or select **Check Out** to proceed to the payment screen.

[◀ Back](#)

Shopping Cart

Total \$150.00

Check Out

Invoice: INV-00138010 Description: INS-0923-23498
Due Date: 09/27/2023

Case Number	Project	Case Address	Amount Due
INS-0923-23498		1234 Stop	\$150.00

\$150.00

Remove

[Top](#) | [Main Menu](#)

Total \$150.00

Check Out

HOW TO APPLY FOR AN INSURANCE LICENSE (cont'd)



Atlanta, GA
Order Number: 97439
Wednesday, September 27, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00138010	INS-0923-23498	1	\$150.00	\$150.00
			Item Total:	\$150.00
			Order Total:	\$150.00

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
Select one...	<input type="text"/>	Month... Year...
CVV Code	<input type="text"/>	

Pay Now - \$150.00

Cancel

18. Enter your payment information to complete your transaction. Select **Pay Now** to process your payment.

NOTE: Once your payment is received, your license application can be processed.

For Technical and Non-Technical Issues

Contact [ATL311.com](https://atl311.com) or [404-546-0311](tel:4045460311) to create a case.

