



BULLETIN

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DATE: November 22, 2024
TO: All Surplus Lines Agencies
FROM: Marie E. Rudert, Executive Director
SUBJECT: Revised 1609-PR Affidavit and Electronic Filing System (EFS) Enhancement

A revision to the 1609-PR Affidavit has been approved by the Department. The following fields have been eliminated on the affidavit:

- Location of Risk – Street Address Only
- Amount of Insurance – Property Amount
- Amount of Insurance – Casualty Amount

Further, an enhancement will be made to eliminate the aforementioned fields in EFS. If you are utilizing the XML Import process, be advised that those fields can be left blank or eliminated.

The change will be effective December 1, 2024.

The revised 1609-PR Affidavit, in [PDF](#) and [Word](#) format, can be found on PSLA's website under the [Electronic Filing tab, Filing Forms](#).

COMMONWEALTH OF PENNSYLVANIA INSURANCE DEPARTMENT

1609-PR (REV. 11/24)

(Must be included with SLL Affidavit type 1609-SLL/1609-PR)

Pennsylvania Surplus Lines Association
180 Sheree Blvd., Suite 3100
Exton, PA 19341

Customer ID #	
Policy #	
Binder #	

Report of transactions with unlicensed insurer(s) in accordance with Section 1609 of Article XVI, Surplus Lines of the Insurance Company Law, Act of May 17, 1921, P.L. 682, No. 284, as amended

DECLARATION BY PRODUCER

Insured Name			
Location of Risk	City	State	Zip
Type of Coverage:	Description of Insured's Operation:		
Effective Dates (term) of Coverage	FROM	TO	

I declare under the penalties provided for perjury, that I have made a diligent effort to procure the insurance coverage described above from licensed insurers which are authorized to transact the kind of insurance involved and which provide, in the usual course of business, coverage comparable to the coverage being sought and have been unable to procure said insurance. I have documented a declination of coverage from at least three admitted insurers.

I further declare under the penalties provided for perjury, that at the time of presenting a quotation to the insured, the insured was given notice in writing, either directly or through the producer, that:

The insurer with whom the insurance is to be placed is not admitted to transact business in this Commonwealth and is subject to limited regulation by the Department; and in the event of the insolvency of the insurer, losses will not be paid by the Pennsylvania Property and Casualty Insurance Guaranty Association.

ALL applicable provisions of ARTICLE XVI of the Insurance Company Law (40 P.S. §991.1601 et seq.) and Title 31 PA Code, Chapter 124 have been or will be complied with.

Name of Producer Agency: _____
(Type or Print Name of Producer Agency)

License # of Producer Agency: _____
(Agency's License No.)

Name of Producer: _____
(Type or Print Name of Individual Producer)

License # of Producer: _____
(Individual's License No.)

Signature of Producer _____
(Signature of Producer)

Date: _____

Electronic Signature 1609-SLL Addendum to the Declaration

With respect to this filing for Policy # _____ with a policy effective date of _____, consisting of the 1609-SLL and the 1609-PR in combination, the following is applicable.

By submitting this addendum to the Pennsylvania Surplus Lines Association, I affirm that I am a duly licensed Surplus Lines Licensee, and that I have entered into an agreement with the duly licensed Producer indicated on the 1609-PR, forming a part of this Surplus Lines filing. This declaration is being submitted electronically and that the electronic signature appearing on this 1609-PR provided by the duly licensed producer is in accordance with said agreement.