



IDFPR

**Illinois Department of
Financial and Professional Regulation**

Division of Financial Institutions

idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO JR.
Secretary

FRANCISCO MENCHACA
Director

Underwriter Instructions for Uploading Documents

The Agent Statement and the Affidavit can be downloaded from the Department of Financial and Professional Regulation's website. The prospective agent can download the documents directly or the representative of the underwriter can forward the blank copies to the prospective agent. The prospective agent must sign and date the Agent Statement and sign and date the Affidavit in the presence of a notary public and return them to the underwriter. The representative then must scan the documents and include them with the agent's online application.