

**191—13.4(505,522B) Applications for consent.** The prohibited person must file with the division an application for consent as set forth in this rule.

**13.4(1)** Except as provided in subrule 13.4(2), a prohibited person who is, or seeks to be, employed in any capacity in the business of insurance in Iowa must complete and file an application for consent, in a format prescribed by the division, available on the division's website or by request from the division.

**13.4(2)** The commissioner may at any time request additional information from an applicant to support a pending application for consent. Failure to provide such information is grounds for denial of the application.

**13.4(3)** An application must include:

*a.* Two 2" × 2" recent passport-type identical photographs attached as indicated on the application for consent.

*b.* A certified copy of the applicant's criminal history record both from the applicant's state of residence and from the state in which the felony was committed if different from the state of residence. A Record Check Request form may be obtained from the Iowa division of criminal investigation at: [www.dps.state.ia.us](http://www.dps.state.ia.us).

*c.* A certified copy of all court documents that demonstrate completion and performance of all conditions imposed by the court.

*d.* An affidavit from the immediate supervisor or potential immediate supervisor for the entity that employs the applicant or that seeks to employ the applicant stating in detail the duties and responsibilities which the applicant will perform and for which the applicant seeks consent.

*e.* Any other relevant documents or information that the prohibited person would like to have considered.

**13.4(4)** Upon the occurrence of any event that would change any answer on the application, an amendment must be promptly filed. Failure to file an amendment may result in denial of the request for consent or the immediate suspension or revocation of a previously granted consent.

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