



Frequently Asked Questions

Who are the intended senders and receivers of the forms?

Property and casualty carriers will send the appointment forms to producers who they seek to appoint with state departments of insurance. In addition, producers may initiate the request by completing and sending the forms to their carriers. Producers should check with their carriers to see if they have adopted the ACORD forms. If not, you can recommend that they do so.

What are the intended benefits for producers?

Producers will no longer have to deal with the multitude of carrier-specific appointment forms, all asking for similar information in different formats and with inconsistent verbiage. The ACORD 817, 818 and 819 Forms contain wording and data standards that have been agreed to by many P & C carriers and producers through the ACORD Working Group process. For more information on the ACORD Working Group process, please go to: <http://www.acord.org/standards/workinggroups.aspx>.

What are the intended benefits for carriers who implement?

Carriers can expect to speed up the appointment process as producers become familiar with the ACORD forms, making it easier and more efficient. Additionally, carriers will benefit as the ACORD data standards are implemented by solution providers, thereby enabling company appointment information to flow between the carriers and their distribution partners.

How will my solution providers fit into the equation?

Solution providers participate in the Appointments Working Group and will embed these newly created ACORD forms and data standards into their solutions. Several have already begun to do so. This will allow both the carrier and producer communities to take advantage of the standards with business partners they currently work with, leading to efficiency gains for all parties.

What is the timeline for implementation?

Forms 817, 818 and 819 have been approved and are now available from the ACORD forms library. Several carriers have begun the process of modifying their workflows and systems to utilize the new forms and standards. It is anticipated that implementation will begin in the Third Quarter 2007.

What is the intended use of each of the 3 forms (817, 818, 819)?

- Form 817 is used for new appointments, and both the first and second page must be completed.
- Form 818 is used only in those cases where carriers require producers to answer background questions.
- Form 819 is used when changes need to be made – either adding a particular state (or states) appointment for an already appointed producer, or terminating a producer appointment in one or multiple states.

More ►

Why is the Form 818 optional?

Many carriers do not require producers to answer the questions contained in Form 818 as they will order background investigations from outside providers. In those cases, it is expected that producers will not need to complete 818. Other carriers, however, may require that producers complete 818 as part of the company appointment process.

Where can I locate the form?

Access to any of ACORD's forms requires participation in one of ACORD's programs.

- **Carriers**

ACORD forms pool participants can redistribute the forms to their producers.

- **Solution Providers**

Associate members of ACORD are licensed to embed the forms in their software solutions and to distribute that information to their customers.

- **Producers**

ACORD's Advantage (www.acordadvantage.org) program allows producers to download the forms directly and begin using them immediately.

Information on ACORD membership and participation programs can be found on our website at www.acord.org. Members can download the forms from the website as well. If you would like additional information on joining ACORD, please contact Dominic Caccioppoli at dcaccioppoli@acord.org.

How can we get involved in future efforts around producer licensing with ACORD?

If you're not currently registered on the ACORD website, go to www.acord.org and register today. Then you can request registration with ACORD's teams.acord.org, our collaboration site.

To register on teams, email workinggroups@acord.org and request that you be added to the PCS Producer Licensing & Appointment Working Group which will give you access to all meetings and documents for this initiative.

