

Renew an insurance agency licence





Renewal process

1. Check compliance with the [Yukon Corporate Registry](#)
2. Log in to the online licensing portal
3. Review profile information
4. Edit profile/submit change request
(if required)
5. Upload supporting documents
6. Complete declarations and sign (designated representative)
7. Pay fees and submit application



Before you start

Have ready:

- the agency's current errors and omissions insurance;
- the agency's licence from its home province or territory, if applicable; and
- credit card for payment.

Fees and payment

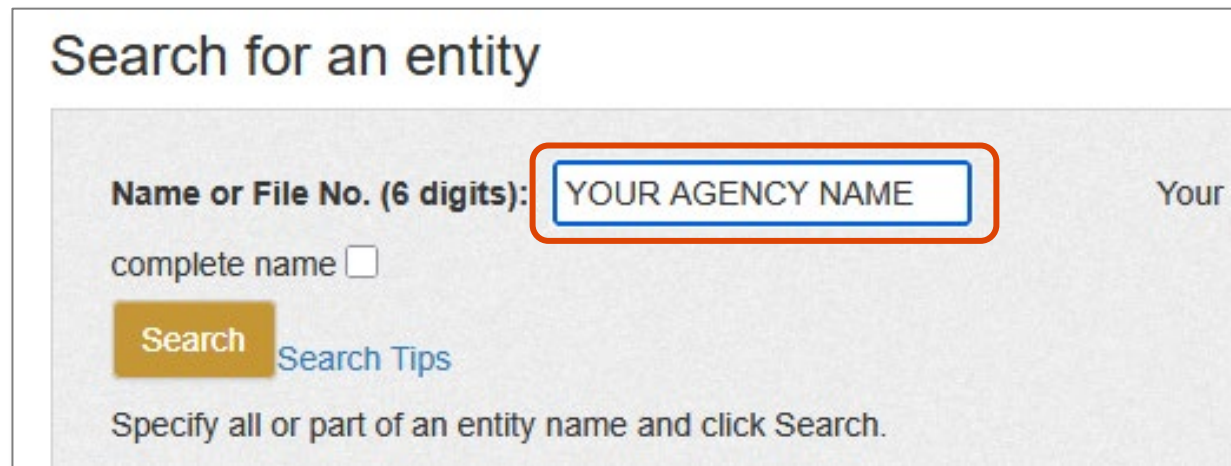
	Non-resident <i>(office outside the Yukon)</i>	Resident <i>(office in the Yukon)</i>
Life, A&S	\$200	\$100
A&S	\$100	\$50
General	\$100	\$50



All fees must be paid **at application**

Check compliance with Yukon Corporate Registry

<https://ycor-reey.gov.yk.ca/>



Search for an entity

Name or File No. (6 digits): Your P

complete name

[Search Tips](#)

Specify all or part of an entity name and click Search.



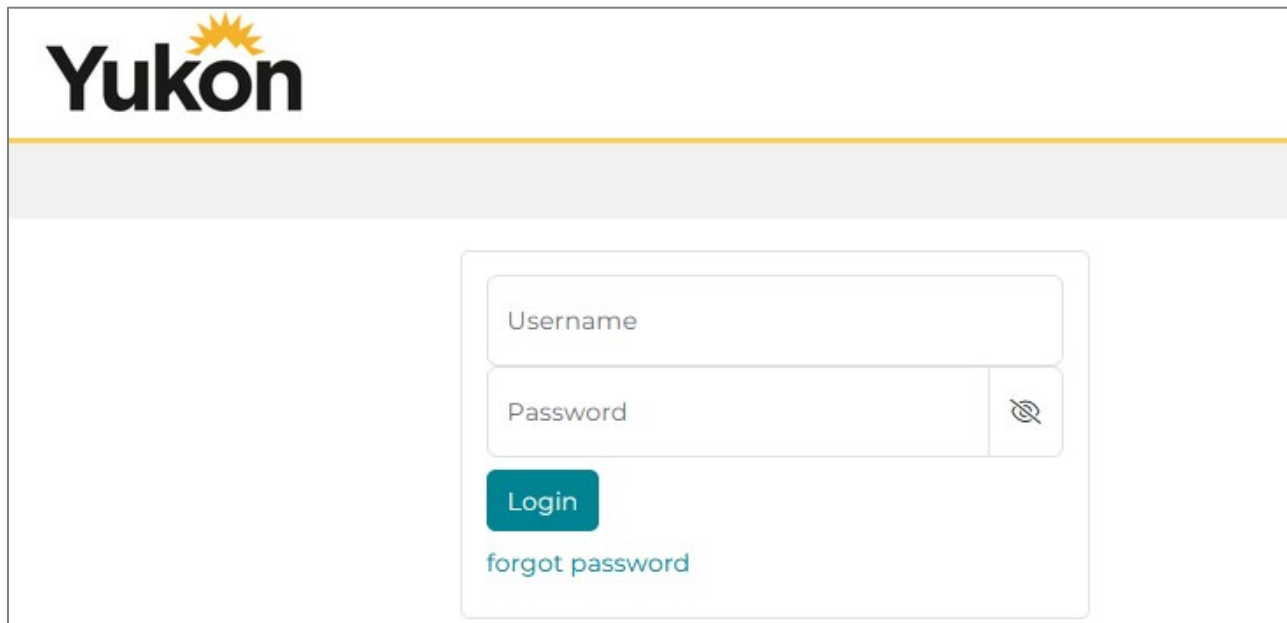
The information in the corporate registry and agency application must be the same.

Find out how to update the corporate registry at:

[yukon.ca/en/doing-business/businesses-societies-and-securities](https://www.yukon.ca/en/doing-business/businesses-societies-and-securities)

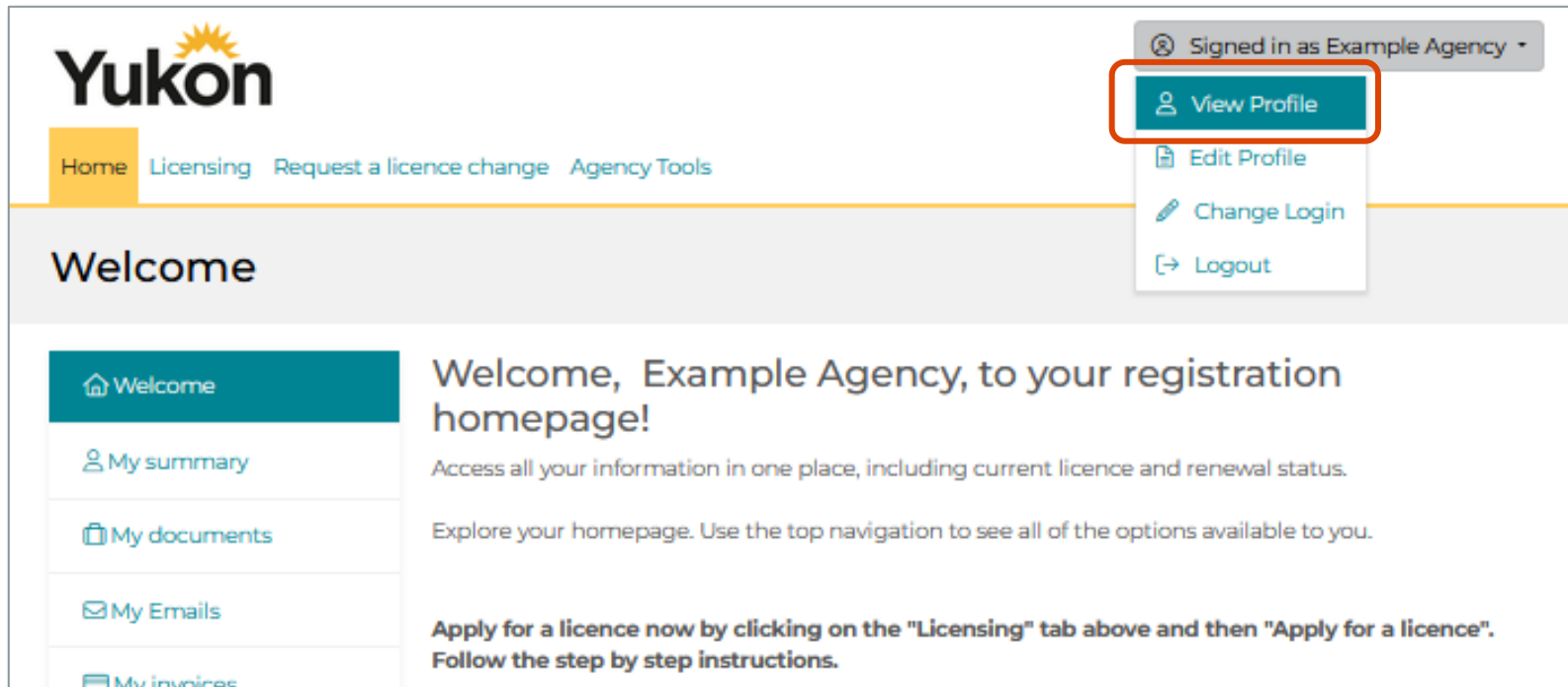
Log in to the online portal

<https://ykplra.in1touch.org/>



The screenshot shows the login interface for the Yukon online portal. At the top left, the word "Yukon" is displayed in a bold, black font, with a yellow sun icon above the letter 'o'. Below the logo is a horizontal yellow bar. The main content area is white and contains a login form. The form has two input fields: "Username" and "Password". The "Password" field includes a small icon of an eye with a slash through it, indicating a toggle for password visibility. Below the input fields is a teal "Login" button. Underneath the button is a link that says "forgot password".

Review profile *update if needed*



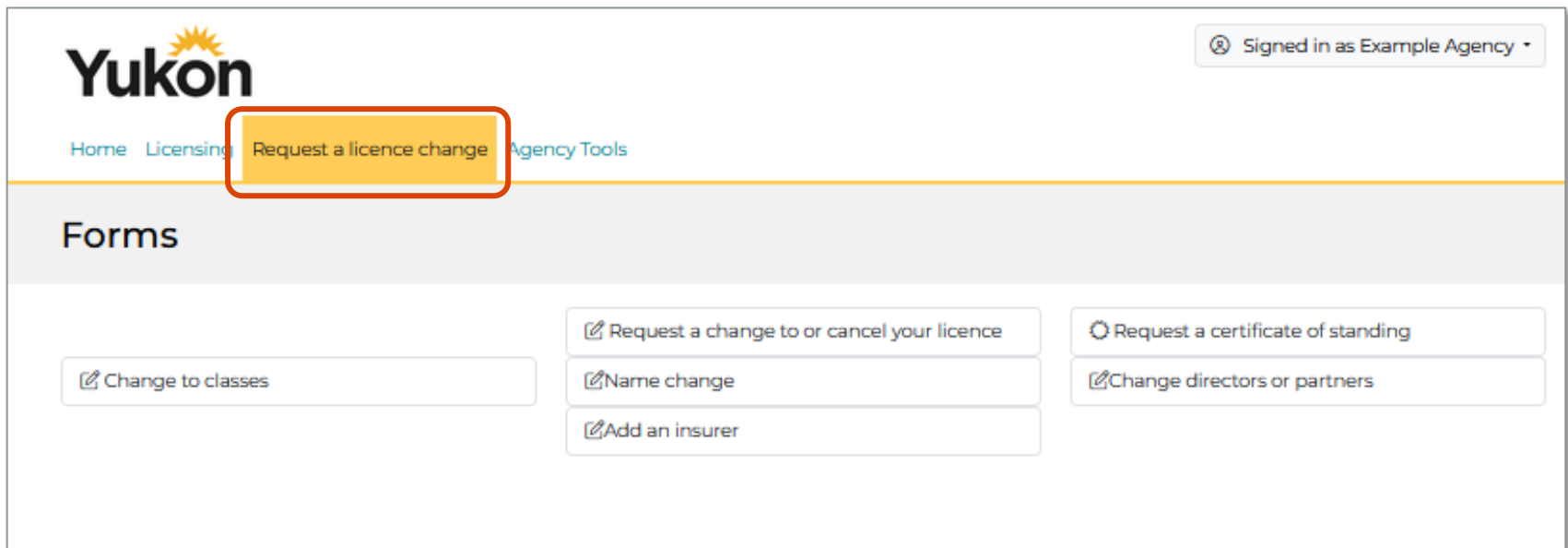
The screenshot shows the Yukon user interface. At the top left is the Yukon logo. Below it is a navigation bar with links for Home, Licensing, Request a licence change, and Agency Tools. In the top right corner, a user is signed in as 'Example Agency'. A dropdown menu is open, showing options: View Profile (highlighted with a red box), Edit Profile, Change Login, and Logout. The main content area features a 'Welcome' message and a sidebar with links to 'Welcome', 'My summary', 'My documents', 'My Emails', and 'My invoices'. The main text reads: 'Welcome, Example Agency, to your registration homepage! Access all your information in one place, including current licence and renewal status. Explore your homepage. Use the top navigation to see all of the options available to you. Apply for a licence now by clicking on the "Licensing" tab above and then "Apply for a licence". Follow the step by step instructions.'



Common profile edits:

- Change in designated representative
- Update agency contact information

Request a licence change *if needed*



The screenshot shows the Yukon government website interface. At the top left is the Yukon logo. To the right, it says 'Signed in as Example Agency'. Below the logo, there are navigation links: 'Home', 'Licensing', 'Request a licence change' (highlighted with a red box), and 'Agency Tools'. Below this is a 'Forms' section with several buttons: 'Change to classes', 'Request a change to or cancel your licence', 'Request a certificate of standing', 'Name change', 'Change directors or partners', and 'Add an insurer'.



Common licence change requests:

- Name change (adding a 'doing business as' name)
- Changing directors or partners

Update supporting documents

The screenshot shows the Yukon government portal interface. The user is signed in as 'Example Agency'. The 'My documents' section is active, and the 'My documents' link in the left sidebar is highlighted. A modal window titled 'Supporting documentation - Example Agency 3630-11602 JANE SAMPLE' is open, displaying a list of documents. The '+ Add New' button is highlighted, and a red arrow points from the 'Manage Documents' button in the top right of the modal to the 'Download' button of the first document in the list.



Upload the agency's:

- Current errors & omissions insurance
- Licence from home province/territory (if required)

Download current licence for records

The screenshot shows the Yukon Licensing portal interface. At the top left is the Yukon logo with a sun icon. To its right is a user status box that says "Signed in as Example Agency". Below the logo are navigation links: "Home", "Licensing" (highlighted with a red box), "Request a licence change", and "Agency Tools". The main heading is "My licence". On the left is a sidebar with "My licence" (selected) and "Renew or re-apply for a licence". The main content area contains the text "Your active licence will appear below. Use the blue button to download your licence as a PDF." Below this text is a large teal button labeled "Download a copy of the insurance corporate licence", which is highlighted with a red box. At the bottom of the main content area is the heading "Licensing history".

Renew licence

Renew my licence

Follow the steps below to renew or re-apply

Renew or re-apply for a licence

Provide supporting documents

We need copies of your supporting documents so we can review your application. If we need any other documents, we'll let you know. This will depend on the type of licence you're applying to renew. Go to the button below to find out if documents are required.

Submit your supporting documentation

Copy of government issued photo ID - Replace	Approved
Copy of E&O certificate - Replace	Approved
Proof of business registration - Replace	Approved
Certificate of status from home jurisdiction - Replace	Approved
Copy of E&O certificate - Replace	Pending

Renew

Are you ready to proceed?

Answer these questions to help you decide if you're ready to proceed.

1. Have I provided all of the required supporting documents?

The renew button appears automatically. If required, submit all of the required information before proceeding to avoid delays with processing.

Renew an insurance corporate licence



The designated representative **must** complete the application.

Complete declarations

Insurance corporate licence

INSURANCE CORPORATE LICENCE ADDITIONAL INFORMATION

AGENCY INFORMATION

I have reviewed and can verify that the agency profile information is current and up to date. *

Yes No

PARTNER OR DIRECTOR 1

DECLARATIONS

If you answer 'yes' to any question below, additional information will be requested. Do the owner, any partners or members of the board of directors:

Have plans to engage in business other than insurance? If yes, state the name and nature of such business, the position you occupy and the portion of your time you intend to devote to insurance. *

Yes No

For renewals, the following questions apply only to the past year.

Been refused a licence or otherwise denied authorization to act as an insurance agent, or has such licence or authorization been suspended or terminated for cause, in Canada or elsewhere? *

Yes No

Been convicted in any civil court in any jurisdiction, for fraud? *

Yes No

Failed to satisfy a judgement of a court for the award or money made against you? *

Yes No

Engaged in any business as owner, partner or director, which has been subject to proceedings in bankruptcy, or subject of personal bankruptcy? *

Yes No

Have a criminal record? *

Yes No

Are you under investigation, or the subject of a disciplinary decision, consensual agreement, administrative penalty, or any other form of disciplinary action by any regulatory or licensing authority? *

Yes No



Must be completed by the designated representative.



Read carefully and answer yes/no to all questions.



Remember to confirm all information has been reviewed, is current and up to date.

Renew licence

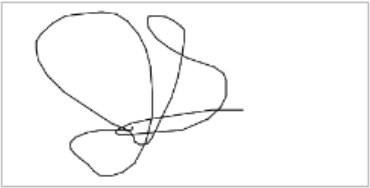
INSURANCE CORPORATE LICENCE ADDITIONAL INFORMATION

PERSONAL CERTIFICATION

Yes, I hereby certify that I am the person making application for registration as an agency in Yukon, and that all statements are true and complete in every respect. I understand that falsification of information on this application may result in cancellation of the application for registration or cancellation of an issued licence.

I am familiar with the Insurance Act and Regulations of Yukon and understand my responsibility to comply with the requirements within the Act and Regulations. Further, I authorize the Superintendent of Insurance, or a person who has been designated by the Superintendent for this purpose, to make inquiries of any person, government, or body in respect of the evidence or information provided by the applicant and authorize any person, government, or body to whom inquiries are made to provide information requested.

Signature *



Clear

Fee

General - non resident: \$100.00

Personal information is collected, used, and disclosed under the authority of section 13(a)-(c) of the Access to Information and Protection of Privacy Act and under the Act associated to the profession related to the license or certificate being requested. It will be used for the purposes of these Acts and their regulations including but not limited to eligibility of registration and licensure, practice assessment, and complaint related matters. It will also be used to maintain a public register and for research and statistical purposes related to human resource planning. The latter is shared in a non-identifiable form only. For further information about the collection of this information, contact Professional Licensing and Regulatory Affairs (PLRA), Community Services, Government of Yukon, by mail at P.O. Box 2703 (C-5), Whitehorse, YT, Y1A 2C6, by phone at 867-667-5111, or by email at insurance.plra@yukon.ca

Back Next Cancel



The application **must** be signed by the designated representative.



If the agency has multiple classes, **select all** that apply.


Pay fees


Insurance corporate licence Secure Payment

PAYING ONLINE BY CREDIT CARD

INSURANCE CORPORATE LICENCE SECURE PAYMENT

Secure credit card payment
This is a secure 256-bit SSL encrypted payment



Credit Card Number : * 

Card Validation Code (final group of numbers printed on the back signature panel of the card) : *

Expiration Month / Expiration Year : * 01 / 2026

Card Holder Name : *

Fee - \$50.00 General - resident: \$50.00

Total: \$50.00



Your application is not complete until payment is received.



After you submit

You will:

- see a confirmation screen that your renewal was accepted;
- receive a confirmation email; and
- be able to download your receipt.

Download receipt

Yukon Signed in as Example Agency

Home Licensing Request a licence change Agency Tools

My invoices

Welcome
My summary
My documents
My Emails
My invoices

Outstanding Invoices


Transaction History

INVOICES

Total: \$100.00 Total Paid: \$100.00 Outstanding: \$0.00

7 Invoices found, displaying all Invoices. < 1 >

Reset Order Invoice # Title

	YK71266-201279561	Insurance corporate licence 09/30/2026 - 09/30/2026
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Fee - \$100.00 General - non resident \$100.00
Total: \$100.00



Processing time

- Processing can take **up to 30 business days**
- We will email once we've reviewed your application. It may:
 - be approved; or
 - require additional information before a decision can be made.



We do not provide status updates during the 30-business day processing time.



Avoid these common renewal issues

- Designated representative's information is missing;
- Agency not in compliance with the [Yukon Corporate Registry](#);
- Different information in the [Yukon Corporate Registry](#) and application;
- Errors and omissions insurance on file is expired;
- Home jurisdiction licence on file is expired;
- Declarations incomplete;
- Payment not made.



Make sure your application is complete.
Review all documents before submitting.



Late applications

(After July 31)

- Application may not be reviewed before licence expiry.
- If the agency's licence lapses, agent licenses will be suspended.
 - There will be an additional fee to reinstate.
- The agency and its employees **cannot** conduct insurance business in the Yukon without a valid licence.



Questions?

yukon.ca/en/doing-business/professional-licensing/renew-insurance-agency-licence

Professional and Corporate Affairs
insurance.individual@yukon.ca