

## Before You Begin...

Adobe Acrobat 5.5 or Adobe Acrobat 6.01 MUST be installed on your machine or you will not be able to get your certification to print.

### PLEASE NOTE:

- Using an unsupported version of Adobe Acrobat, including Adobe Acrobat 6.0, may prevent your Letter of Certification from displaying. If you currently have an unsupported version of Adobe Acrobat, [download Adobe Acrobat Reader](#).
- Pop-ups must be enabled on your browser, because a new browser window will be opened to display the certification.
- You must print the certification to your local printer. Failure to print the certification will result in the need to submit a new request and pay the applicable fees.

**No need to log-in – just find the link to “Request a Letter of Certification.”**



The screenshot displays the SIRCON website interface. At the top, there are three navigation tabs: "Producer Workbench", "Information Center", and "Subscriber Ser". Below these, there are two main content areas. On the left, there is a "Corporate Login" section with input fields for "Account ID", "Login Name", and "Password", and a "Login" button. Below this is a "Producer Workbench" section with a list of links: "Submit a License Application", "Renew an existing License", "Obtain Education Information", "Request a Letter of Certification", "Submit a Data Sheet", "Demographic Changes", and "Inquiries". On the right, there is a map of the United States with state abbreviations. A red arrow points from the "Request a Letter of Certification" link to a callout box on the map. The callout box contains the text: "1 Choose Letter of Certification", "Then choose Firm or Individual", and "Then choose Resident state".