

INDIVIDUAL PRODUCERS
2011 LATE RENEWAL APPLICATION
WEST VIRGINIA OFFICES of the INSURANCE COMMISSIONER

After 5-31-2012, the 2011 Late renewal form will not be accepted. Licenses with a 5-31-2011 non-renewal date will be considered cancelled if application and payment have not been received by 5-31-2012.

WV License #/NPN# _____

PRINT Full Name: _____
(Last Name) (First) (Middle)

Residence Mailing Address: _____

(City) (State) (Zip)

Telephone #: _____ Email: _____
 Check if this is new contact information

Residents - If you have moved from West Virginia to another state, contact our office before proceeding.

Non-Residents – If you have moved to another state, you must hold an Active resident license in your new state.

CASH cannot be accepted. Payment must be made by check or money order.

Please record: CHECK # _____ Date of Check _____
AMOUNT: \$100.00 (payable to WV Offices of the Insurance Commissioner)

Attached is the \$100.00 fee for renewal of my West Virginia producer's license (\$50.00 for the unpaid license year AND \$50.00 late penalty). I understand that I must be re-appointed to any insurance company I intend to represent in West Virginia and I will contact the company(ies) and advise them to submit the proper appointment and fee to the West Virginia Offices of the Insurance Commissioner.

RENEWAL LICENSE PRINT – After a renewal fee has been received and posted, a producer will be able to print the renewed license at www.wvinsurance.gov, SBS Links, SBS Connect/License Print. All producer licenses will be renewed for a minimum of two years and the next license expiration date will be transitioned to the last day of the producer's birth month. To determine if payment has been posted, a producer can review the record at www.wvinsurance.gov, under SBS Links, Licensee Lookup. If the expiration date has changed to the last day of the birth month, this means the renewal payment was received and posted and the renewal license may be printed.

Signature: _____ Date: _____

Mail Late Renewal form and fee to:

Regular Mail:
WVOIC-Agents Licensing & Education
PO Box 50541
Charleston WV 25305-0541

Overnight Address:
WVOIC-Agents Licensing & Education
1124 Smith St.
Charleston WV 25301