

West Virginia 2009 LICENSE AND APPOINTMENT RENEWAL INFORMATION

Individual RESIDENT & NON-RESIDENT Producer & Adjuster Renewals

ANY INDIVIDUAL PRODUCER or ADJUSTER NEWLY LICENSED BETWEEN 3-1-2009 & 5-31-2010 WILL BE AUTOMATICALLY RENEWED FOR THE 6-1-2009 THRU 5-31-2010 LICENSE YEAR.

Renewal notices for individual resident producers and adjusters will be mailed in March to the address on record with the West Virginia Insurance Commissioner's office.

Two options for renewal will be available:

OPTION 1: ONLINE renewal at www.nipr.com will be available MARCH 1 thru MAY 31, 2009. Online renewal is strongly encouraged.

NON-Resident Adjusters who qualified for license by taking the WV adjuster exam cannot renew online & must submit the paper renewal form & check.

If a license is renewed online thru NIPR, DO NOT send a paper renewal.

OPTION 2: Paper renewal - The *unaltered* payment stub and renewal fee must be received by the lockbox processor on or before May 31, 2009.

TO DETERMINE RECEIPT OF RENEWAL PAYMENT—

Go to www.wvinsurance.gov, Quick Search, Insurance Agents. If the payment has been processed, an expiration date of 5-31-2010 will be indicated on the individual producer's record and the renewed license can be printed from the website (see ONLINE PRINTING information below). License cards are no longer printed or mailed by the WVOIC.

Producers or adjusters who do not wish to renew their licenses are not required to return the notice or contact the Insurance Commissioner's office. Non-receipt and non-payment of the renewal will constitute non-renewal of the license effective May 31, 2009.

Producer licenses that are not renewed will result in notification of cancellation of appointments being mailed to all insurance companies the producers were actively appointed to represent at the time of non-renewal.

ONLINE PRINTING OF RENEWED LICENSES will be available after the renewal fee has been posted to the Insurance Commissioner's database. ONLINE LICENSE PRINT is available from the website at www.wvinsurance.gov

License cards are no longer be printed and mailed from WVOIC.

BUSINESS ENTITY RENEWALS (CONTINUED)

Resident & Non-Resident Business Entity (Agency) Renewals

ANY BUSINESS ENTITY NEWLY LICENSED BETWEEN 3-1-2009 & 6-30-2009 WILL BE AUTOMATICALLY RENEWED FOR THE 7-1-2009 THRU 6-30-2010 LICENSE YEAR.

Two options for renewal will be available:

OPTION 1: ONLINE renewal at www.nipr.com will be available MARCH 1 thru JUNE 30, 2009. Online renewal is strongly encouraged.

If a license is renewed online thru NIPR, DO NOT send a paper renewal.

OPTION 2: Paper renewal - The *unaltered* payment stub and renewal fee must be received by the lockbox processor on or before June 30, 2009.

TO DETERMINE RECEIPT OF RENEWAL PAYMENT—

Go to www.wvinsurance.gov, Quick Search, Insurance Agencies. If the payment has been processed, an expiration date of 6-30-2010 will be indicated on the business entity's record and the renewed license can be printed from the website (see ONLINE PRINTING information below). License cards are no longer be printed and mailed from WVOIC.

Note: Non-Resident entities will not be required to submit a Letter of Certification if renewing the license. Submission of the renewal stub and fee will serve as an attestation that the non-resident entity is currently licensed and in good standing in its home state.

Online printing of renewed licenses will be available after the renewal fee has been posted to the Insurance Commissioner's database. ONLINE LICENSE PRINT will be available from the website at www.wvinsurance.gov
License cards will no longer be printed and mailed from the WVOIC.

Company Appointment Renewals

Company appointment renewal information will be mailed in June to all insurance companies. A renewal invoice will be provided to each insurance company that has producers actively appointed as of June 1, 2009. The invoice and a check for the amount listed will be required to be returned to this office. Adjustments to the invoice will not be permitted.

Appointments for producers that do not renew their licenses will be terminated effective 5-31-2009.

Instructions for obtaining lists of active &/or terminated producers will be provided in the Invoice.

Agents Licensing & Education will make every attempt to have any appointment terminations received via paper processed prior to June 1, 2009. If terminations are submitted electronically thru NIPR/NAIC's authorized business partners, insurance companies should take steps to ensure that electronic terminations are submitted in sufficient time to be processed PRIOR to June 1, 2009, to avoid being billed for those producer appointments.

