

**INDIVIDUAL PRODUCERS**  
**2010 LATE RENEWAL APPLICATION**  
*WEST VIRGINIA OFFICES of the INSURANCE COMMISSIONER*

*For License Year 6-1-2010 thru 5-31-2011*

**After 5-31-2011, the 2010 Late renewal form will not be accepted. Licenses with a 5-31-2010 non-renewal date will be considered cancelled if application and payment have not been received by 5-31-2011.**

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 license year June 1, 2010 thru May 31, 2011, AND \$50.00 for renewal of license year June 1, 2011 thru May 31, 2012). 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](http://www.wvinsurance.gov), SBS Links, SBS Connect/License Print. All producer licenses will be renewed for a minimum of two years and will begin renewal 24-35 months after this May 31, 2011 renewal period. 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](http://www.wvinsurance.gov), under SBS Links. 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