



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner
Financial Conditions Division

Mailing Address:
Financial Conditions
PO Box 50540
Charleston, WV 25305-0540

Telephone: (304) 558-2100
Facsimile: (304) 558-1365
Email: oiifinancialconditions@wv.gov
www.wvinsurance.gov

Location:
Financial Conditions
900 Pennsylvania Avenue
Charleston, WV 25302

**Procedures for requesting a Certificate (or Letter) of Good Standing
for a Third Party Administrator**

A Certificate (or Letter) of Good Standing is generally requested to show proof that a company is licensed with the West Virginia Offices of the Insurance Commissioner. The certificate also shows the line of insurance the company is authorized to transact in the State of West Virginia.

To request a certificate of good standing, send a letter stating the company's full name and include the name, address and phone number of where the certificate of good standing is to be sent. Pursuant to W. Va. Code §33-46-15, a \$25.00 is required for every copy of a report or certificate of condition, that is due at the time of a request.

Make all checks payable to the West Virginia Offices of the Insurance Commissioner. Please remit your payment and submit requests to:

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Charleston WV 25305-0540

For additional information, please contact the Financial Conditions Division at (304) 558-2100.