



STATE OF WEST VIRGINIA

## Offices of the Insurance Commissioner

Allan L. McVey  
Insurance Commissioner

To: All Licensed Companies  
From: Licensing & Education  
Date: March 16th, 2026  
Re: Company Appointment Renewals

The West Virginia Offices of the Insurance Commissioner, Licensing and Education division will begin company appointment renewal processing for producers through the National Insurance Producer Registry (NIPR) on June 8th, 2026.

On June 8th, 2026, invoices will be displayed on the NIPR website, [www.nipr.com](http://www.nipr.com) and companies will be able to view/pay appointment renewal invoices. The West Virginia state appointment renewal fee is \$25.00 per individual per company. **The invoice payments are due by August 31, 2026.** Failure to renew producer appointments by 4pm Central Time on August 31, 2026, will result in West Virginia cancelling appointments.

Insurance carriers with a NAIC CoCode can obtain a Company Appointment Report (CAR) to review appointments with the state insurance division before renewal invoices are created. Terminations can be processed through the Interactive Appointment and Termination Application. These services are available to NIPR Subscribers. If you are not a subscriber or need to confirm that you are subscribed, please contact our business development team at [businessdevelopment@nipr.com](mailto:businessdevelopment@nipr.com).

Appointments added after May 31, 2026, will not be included on this year's invoice and will be assigned as May 31, 2027, expiration date. Non-payment of 2026 renewal appointments will result in a termination date of 5/31/2026. **Terminations for all producer appointments must be received by NIPR no later than 4pm CST on May 31, 2026, to allow enough time for processing and posting to PDB before the renewal of invoices is created.** Once invoices are displayed, companies will not be allowed to remove any names from the invoice after it has been created.

It is encouraged that each company review the company renewal procedures on NIPR's website at <https://nipr.com/products-and-services/nipr-gateway/appointment-renewals/west-virginia>. Appointment renewals for producers of Farm Mutual companies will be handled by paper and mailed to each Farm Mutual Company by this Department. If you have any questions or problems navigating the online appointment renewal screens regarding this appointment renewal process, contact NIPR customer service at <https://nipr.com/contact-us> or (855) 674-NIPR (6477).





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### Key Dates to Remember

- Update and review your company appointments using NIPR before May 31, 2026.
- Any appointment changes made after May 31, 2026, will not show up on the invoice displayed on NIPR.
- Invoices will be displayed on NIPR on June 8, 2026.
- All invoice payments are due before August 31, 2026.
- NIPR Renewal processing fee will equal 1% of the total state fee charged with a minimum of \$5.00 and maximum of \$1,000.00. NIPR renewal fees are not refundable.
- If a renewal invoice is not paid for, the renewal appointments will be terminated with an effective date of **May 31, 2026**.
- **Failure to pay company appointments may face fines, penalty, or administrative action if company appointment is not paid or cancelled before August 31, 2026. If the appointment is no longer needed, please submit the company appointment termination using [www.nipr.com](http://www.nipr.com)**

