



**REQUEST FOR LETTER OF  
CLEARANCE & CERTIFICATION**  
*Agent Licensing & Education*



**Agent's Name:** \_\_\_\_\_ **WV Lic/NPN #:** \_\_\_\_\_

*The Following is requested for the above named:*

**Letter of Certification**

A Letter of Certification is issued to an actively licensed resident agent who is applying for a non-resident license in another state.

Please issue certification of my WEST VIRGINIA Resident Agent's license as I am applying for non-resident licensing in another state. I am enclosing a self-addressed return envelope.

# Letters requested \_\_\_\_\_ \$5.00 per letter = \$ \_\_\_\_\_ Amount Due

Check # \_\_\_\_\_ Date of Check \_\_\_\_\_

I am an adjuster requesting the Letter of Certification include my Designated Home State  
*(Please check box above, if applicable).*

**Letter of Clearance**

A Letter of Clearance is issued for a WV resident agent who is or has moved to another state and is applying for a resident license in their new home state.

The licensee is the only party authorized to request cancellation of his/her license.

I have moved from WEST VIRGINIA to the State of \_\_\_\_\_. Please **CANCEL** my West Virginia license and forward a Letter of Clearance in the return envelope I have provided. I understand that the insurance companies I represent will be notified that my license is being cancelled.

# Letters requested \_\_\_\_\_ \$10.00 per letter = \$ \_\_\_\_\_ Amount Due

Check # \_\_\_\_\_ Date of Check \_\_\_\_\_

Return Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email or fax copy to: \_\_\_\_\_

\_\_\_\_\_  
**Signature\***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone**

*\*Request for Letter of Clearance must be signed by the agent*

Remit Personal check, business check, cashier's check, or money order, payable to the  
WV Insurance Department to the address below.

*Please include a self-addressed, postpaid envelope.*

WV Insurance Commission – 900 Pennsylvania Ave. 7<sup>th</sup> Fl - Charleston, WV 25302

P.O. Box 50541 - Charleston, WV 25305-0541

Email: [OICagentlicensing@wv.gov](mailto:OICagentlicensing@wv.gov)

Phone: 304-558-0610 Fax: 304-558-4966