



# AGENT/AGENCY LICENSE SURRENDER FORM

*Agent Licensing & Education*



### Agent/Agency Surrender

- The surrender of an agent’s license voids all appointments held by the agent.
- Surrendered license(s) may not be reinstated/renewed.
  - Residents: To receive a new license a person must comply with the pre-licensing education and examination requirements for each line of authority as if the person had - never been licensed.
  - Nonresidents: To receive a new license a person must comply with the resident state requirements and may apply for the same lines of authority held in the resident state.
- In case of death, official notice posted in the newspaper, a program from the funeral, or a copy of the death certificate must accompany the request for license cancellation.

Name of Individual or Agency:	
WV License/NPN #:	FEIN #:

**I hereby request the following (please check appropriate box):**



**Cancellation/Voluntary Surrender of License**

(Note: The licensee is the only party authorized to request cancellation of an individual license. Request of an Agency license surrender must be signed by an owner, officer or partner of the agency.)



**Cancellation/Voluntary Surrender of Line of Authority \_\_\_\_\_**

**Attestation for Surrender of License**

By my signature below, I signify that I am surrendering one or more lines of insurance from my insurance license or my entire insurance license.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
National Producer Number (NPN)/FEIN #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form **MUST** be submitted via mail, fax 304-558-4966 or electronically attached as a pdf document and emailed to [OICagentlicensing@wv.gov](mailto:OICagentlicensing@wv.gov).