West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

Applying for a Travel Insurance Business Entity License

The West Virginia Offices of the Insurance Commissioner began licensing Travel Insurance Business Entities June 10, 2015. A business entity licensed as a Travel Insurance Business Entity may offer and disseminate travel insurance policies through a travel retailer if conditions are met as outlined in House Bill 2536. As used here, "travel insurance" means insurance coverage for personal risk incidents to planned travel, including, but not limited to interruption or cancellation of trip or event; loss of baggage or personal effects; damages to accommodations or rental vehicles; or sickness, accident, disability, or death occurring during travel. "Travel insurance" as used here does not include major medical plans that provide comprehensive medical protection for travelers with trips lasting six months or longer, including those working overseas as an expatriate or military personnel being deployed.

Business entities are resident and non-resident corporations, partnerships, limited liability companies, and limited liability partnerships

All business entities are required to designate at least one Designated Responsible Licensed Producer (DRLP) who will be responsible for the business entity's compliance with West Virginia's insurance laws, rules, and regulations. The individual is not required to be an officer or director of the business entity; however, they **MUST** be a license insurance producer in West Virginia.

All business entities should also contact the West Virginia Secretary of State to ensure compliance with West Virginia corporate law.

Applications should be submitted through NIPR, the WV initial application and renewal fees are $200.

Regardless of when the license is issued, all WV business entity licenses renew annually on June 30th.

Any changes to the officers, directors, or address must be reported to the WVOIC within 10 days.

If you have any questions, you can reach the Licensing and Education Division in the following ways:

Email: OICAgentLicensing@wv.gov

Telephone: (304) 558-0610