# West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

## Appointment and Termination Form

West Virginia **strongly encourages** that resident and non-resident appointments and terminations be submitted electronically through the National Insurance Producer Registry (NIPR) at www.NIPR.com. However, companies can also appoint/terminate producers by mailing this completed form and a check for the fee to the WV Offices of the Insurance Commissioner (WVOIC). There is a **non-refundable** appointment fee of $25.00 **per producer per insurer**. There are **NO** fees for terminations. We do not send notifications of the completion of these changes; you are encouraged to verify the completion through the Producer Data Base (PDB). A copy of any termination notice mailed to the Insurance Commissioner must, **by law**, be simultaneously mailed to the producer. **This form is NOT to be used for termination for cause notifications; those must be submitted to the WVOIC using the official Termination for Cause Form (WVTFC).**

| **Appointing Insurer** | **Authorized Submitter** |
|---|---|
| Name: | Name: |
| Address: | Direct Phone Number: |
| | Direct Email Address: |
| NAIC CoCode: | Signature: (Wet signature required) |

**Entries on this form must be either all appointments or all terminations and must be for all the same lines of authority.**

◯ **Appoint** ($25 per producer per insurer fee) ◯ **Terminate** (no fee)

**Line(s) of Authority:** ☐ Life ☐ Accident & Sickness ☐ Variable Annuity/Life ☐ Property ☐ Casualty ☐ Credit ☐ Personal Lines ☐ Motor Vehicle Rental ☐ Surety ☐ Crop ☐ Title ☐ Travel/Baggage ☐ Self Storage

| Producer Name | NPN | NAIC # | NAIC# | NAIC# | *Effective Date |
|---|---|---|---|---|---|
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*Effective Date: For **appointments**, notification to the WVOIC must be submitted within 15 days after the contract is executed or the first application is submitted. For **terminations**, notification to the WVOIC must be made within 30 days of the termination. A termination notification is **required by law** to be mailed by the insurer(s) simultaneously to the producer.

**Mail the completed form and a check for any appointment fees, made out to the WVOIC, to:**

**Regular Mail:**
WV Offices of the Insurance Commissioner
Licensing and Education Division
P.O. Box 50541
Charleston, WV 25305-0541

**Overnight Address:**
WV Offices of the Insurance Commissioner
Licensing and Education Division
900 Pennsylvania Avenue
Charleston, WV 25302

If you have any questions, please reach out to Agent Licensing at 304-558-0610 or OICAgentLicensing@wv.gov.