West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

FAQs for Travel Business Entities

How do we apply for a license?
Applications should be submitted through NIPR; the WV fee for initial application and renewals are $200.

What would the license renewal date be?
Regardless of when the license is issued, all WV business entity licenses renew annually on June 30th.

What happens if the non-resident applicant's home state does not license travel insurance business entities?
In lieu of a Letter of Certification, a letter from the applicant's home state insurance department must be included with the application.

Does the travel insurance business entity need to name a designated responsible producer (DRLP) on the application?
Yes, all business entities are required to designate at least one 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 licensed insurance producer in West Virginia. The DRLP **MUST** also be appointed with the insurer offering the travel insurance.

Is the travel insurance business entity required to be appointed?
Yes, a travel business entity may not act as an agent of an insurer unless they are appointed by that insurer.

Is the travel insurance business entity required to include a list with the application of all agents who may be selling on its behalf?
No, this list is not required to be submitted with the application; however, it is required to be available upon the Insurance Commissioner's request.

If I become an employee of a travel retailer, can I keep my individual producer license?
Yes

Do individual insurance producers who sell, solicit, or negotiate travel insurance in the course of their insurance business still need a license?
Yes

Is a travel insurance producer required to obtain an appointment to maintain a license?
No, however, the producer **MUST** be appointed with the company within fifteen (15) days of contracting with the insurer.

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Do travel agents need a license to sell or distribute travel insurance?
An individual must have an individual travel insurance producer license if they are not working under a licensed travel insurance business entity or if they are working under an insurance business entity that is not licensed as a travel insurance business entity. An individual working under a licensed travel business entity is not required to obtain an individual license, so long as they are in compliance with W. Va. Code § 33-62-1 through 12. A licensed insurance business entity **MUST** obtain a travel business entity license if it desires to have unlicensed individuals sell travel insurance.

Unlicensed employees or representatives of the retailer may make available to prospective purchasers brochures or other written materials that:

- State the identity and contact information of the insurer and the travel insurance entity producer
- Describe the material terms, or contain the actual material terms, of the travel insurance coverage
- Describe the process for filing a claim under the travel insurance policy
- Describe the review and cancellation processes for the travel insurance policy
- Explain that the purchase of travel insurance is not required in order to purchase any other product or service from the travel retailer
- Explain that a travel retailer not licensed by the Commissioner may provide general information about the travel insurance offered, including a description of the coverage and price, but is not qualified or authorized to answer technical questions about the travel insurance or to evaluate the adequacy of a prospective purchaser's existing insurance coverage

What type of training is required?
The travel insurance business entity **MUST** require each employee and authorized representative of the travel retailer whose duties include offering and disseminating travel insurance to receive a program of instruction or training. The training program shall, at a minimum, contain instructions on the types of insurance offered, ethical sales practices, and required disclosures to prospective consumers.

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

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