



West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

Individual Adjuster License Surrender Form

- The surrender of an adjuster's license voids the lines of authority (LOAs) selected
- Surrendered licenses may not be reinstated/renewed
- In case of death, official notice posted in the newspaper, funeral home web posting, a program from the funeral, or a copy of the death certificate must accompany this request
- Unless in the case of death, the licensee is the only party authorized to request cancellation of an individual license

Adjusters Name: _____ **NPN:** _____

I hereby request to surrender the following:

Company Adjuster – All Lines of Authority

Property & Casualty LOA Only

Crop LOA Only

Workers' Compensation LOA Only

Independent Adjuster – All Lines of Authority

Property & Casualty LOA Only

Crop LOA Only

Workers' Compensation LOA Only

Public Adjuster

(Please verify the boxes you have checked are only on the LOA's you are surrendering)

Attestation for Surrender of License

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

Signature

Date

Printed Name

NPN

Email Address

Phone Number

This form, along with any required attachments, must be submitted either by email to OICagentlicensing@wv.gov or by mail to one of the following addresses:

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

For any questions, please call 304-558-0610.