



STATE OF WEST VIRGINIA
Offices of the
Insurance Commissioner

REQUEST FOR LETTER OF
CLEARANCE & CERTIFICATION

Agent Licensing & Education

Agent's Name: _____ **WV Lic/NPN #:** _____

The Following is requested for the above named:

Letter of Certification

A Letter of Certification is issued to an actively licensed resident agent who is applying for a non-resident license in another state.

Please issue certification of my WEST VIRGINIA Resident Agent's license as I am applying for non-resident licensing in another state. I am enclosing a self-addressed return envelope.

# Letters requested	\$5.00 per letter = \$	Amount Due
Check #	Date of Check	

I am an adjuster requesting the Letter of Certification include my Designated Home State
(Please check box above, if applicable).

Letter of Clearance

A Letter of Clearance is issued for a WV resident agent who is or has moved to another state and is applying for a resident license in their new home state.

The licensee is the only party authorized to request cancellation of his/her license.

I have moved from WEST VIRGINIA to the State of _____ . Please **CANCEL** my West Virginia license and forward a Letter of Clearance in the return envelope I have provided. I understand that the insurance companies I represent will be notified that my license is being cancelled.

# Letters requested	\$10.00 per letter = \$	Amount Due
Check #	Date of Check	

Return Address:

Email or fax copy to:

Signature*

Date

Telephone

**Request for Letter of Clearance must be signed by the agent*

Remit Personal check, business check, cashier's check, or money order, payable to the
WV Insurance Department to the address below.

Please include a self-addressed, postpaid envelope.

WV Insurance Commission – 900 Pennsylvania Ave. 7th Fl - Charleston, WV 25302

P.O. Box 50541 - Charleston, WV 25305-0541

Email: OICagentlicensing@wv.gov

Phone: 304-558-0610 Fax: 304-558-4966