



West Virginia Offices of the Insurance Commissioner

West Virginia will no longer issue letter of clearance or letter of certifications beginning December 1st, 2020.

Please note, the West Virginia Offices of the Insurance Commissioner will no longer generate a letter of clearance or certification, beginning Tuesday, December 1st, 2020. With the implementation of SBS solar, the licensee and state licensing departments will be able to utilize the online license print function to print this documentation. This documentation will serve in lieu of a letter of clearance or letter of certification.

To print off the letter of clearance or certification in SBS solar, please use the following steps.

1. Please visit or click <https://www.wvinsurance.gov/Divisions/Licensing>
2. On the right-hand side, under the links section, please click on licensee lookup.
3. The license manager screen will appear. Please enter jurisdiction as West Virginia and other required information for the customer.
4. This page may be printed and will serve in lieu of a letter of clearance or certification.

Please note, state licensing departments are also encouraged to check the producer database (PDB) for updated licensing status in West Virginia.