



Licensing & Education Division

Moving to West Virginia

If you are applying for a West Virginia resident producer license and are licensed in another state, you may be exempt from certain West Virginia examination requirements.

An individual who applies for an insurance producer license in this state who is licensed for the same lines of authority in another state shall not be required to complete any pre-licensing education or examination. This exemption is only available if the person provides a Letter of Clearance from that state within 90 days. Alternatively, if the state does not provide Letters of Clearance, the applicant is required to submit an application within 90 days after the cancellation of the applicant's previous license. The Department will verify licensure in the previous state using the producer database.

Moving from West Virginia

If your new resident state requires a Letter of Clearance from West Virginia, please select the box to obtain the form.

[Letter of Clearance
Request](#)

Requests for Letters of Clearance can take up to two weeks to be issued and there is a \$10 fee. Once the letter is issued, your resident license will automatically be cancelled so you may apply in your new resident state providing the letter. Letters of Clearance are valid for 90 days.

Once you obtain your new resident license, you may apply at [NIPR](#) for a nonresident West Virginia license.