West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

Producer/Business Entity/Surplus Lines License Surrender Form

- The surrender of a producer's license voids all appointments held by the producer
- Surrendered licenses may not be reinstated/renewed
  - Residents: To receive a new license a person must comply with the pre-licensing education and examination requirements for each line of authority as if the person had never been licensed
  - Non-Residents: To receive a new license a person must comply with the resident state requirements and may apply for the same lines of authority held in the resident state
- 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

Name of Producer/Business Entity being surrendered: _____
(Printed)

NPN: _____ **FEIN:** _____

I hereby request the following: (please check only the appropriate circle)

○ **Cancellation/Voluntary Surrender of License**
(Note: Unless in the case of death, the licensee is the only party authorized to request cancellation of an individual license. Requests for a business entity license surrender must be signed by an owner, officer, or partner of the entity.)

○ **Cancellation/Voluntary Surrender of Line of Authority:** _____

_____

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 summited 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.

Licensing and Education Division
P.O. Box 50541
Charleston, WV 25305

Telephone: (304) 558-0610
Fax: (304) 558-4966
www.wvinsurance.gov