



# 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: \_\_\_\_\_  
(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 submitted either by email to [OICagentlicensing@wv.gov](mailto: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.