



**PRODUCER/BUSINESS  
 ENTITY LICENSE  
 SURRENDER FORM**

*Licensing & Education Division*

**Producer/Business Entity Surrender**

- ) The surrender of a producer’s license voids all appointments held by the producer
- ) Surrendered license(s) may not be reinstated/renewed.
  - o 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.
  - o Nonresidents: 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, a program from the funeral, or a copy of the death certificate must accompany the request for license cancellation.

Name of Individual or Entity:	
WV License/NPN #:	FEIN #:

**I hereby request the following (please check appropriate box):**

**Cancellation/Voluntary Surrender of License**

(Note: The licensee is the only party authorized to request cancellation of an individual license. Request of 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 one or more lines of insurance from my insurance license or my entire insurance license.

Name (Printed)	National Producer Number (NPN)/FEIN #
Address	Phone Number
Signature	Date

This form **MUST** be submitted via mail, fax 304-558-4966 or electronically attached as a pdf document and emailed to [OICAgentlicensing@wv.gov](mailto:OICAgentlicensing@wv.gov).