



Licensing & Education Division

WEST VIRGINIA OFFICES OF THE INSURANCE COMMISSIONER
PO BOX 50541
CHARLESTON WV 25305-0541
(304) 558-0610

OVERNIGHT MAIL ADDRESS:
900 PENNSYLVANIA AVE., 7TH FL
CHARLESTON WV 25302

West Virginia strongly encourages that resident and non-resident appointments and terminations be submitted electronically thru National Insurance Producer Registry (NIPR) www.NIPR.com.

The following WVAT appointment/termination form can be used to appoint resident AND non-resident producers via paper by mailing to the address listed above. To receive acknowledgement that appointments or terminations have been processed, a second copy of the completed WVAT and a self-addressed envelope must be included. If no second copy is included, no acknowledgement will be provided. You are encouraged to verify appointment or termination information through the Producer Data Base (PDB). A \$25.00 per producer per insurer appointment fee must accompany the completed appointment/termination form. One check (payable to the West Virginia Offices of the Insurance Commissioner) for the total amount may be submitted. Fees are nonrefundable.

Copies of pre-signed appointment/termination forms will not be accepted. All appointment forms must be completed by the company with original signatures.

Termination Information: There is no fee to report terminations of appointments. A copy of any termination notice mailed to the Offices of the Insurance Commissioner must, by law, be simultaneously mailed to the producer. If termination is for CAUSE, overnight delivery or certified mail (return receipt requested) to the producer is required.

