

## **Add/Remove DRLP**

### Designated Responsible Licensed Producer (DRLP)

Every business entity must designate at least one principal insurance producer responsible for the business entity's compliance with the insurance laws, rules and regulations in this state. The individual is not required to be an officer or director of the business entity; however, he/she must be licensed as an insurance producer in West Virginia.

More than one producer may be designated.

**Notice of change:** Every business entity must notify the department in writing of any change in their designated responsible producers. There is no fee to make changes. Please provide a signed statement on company letterhead indicating the DRLP for your business. The letter can be faxed, mailed or emailed to the Department.

Please note: West Virginia law does not require business entities to notify our Department of every individual employed or affiliated with the agency. A list is required to be made available upon request.

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