In order to qualify as a West Virginia resident surplus lines licensee, you must satisfy the following requirements:

- Held at least for three (3) consecutive years a valid insurance producer license in the property and casualty lines of authority
- Pass the appropriate license examination.
  - When you pass the licensing examination you will be given your pass sheet. If you fail the exam, you may choose to retake the exam at any time.
- If applying by mail, submit a $200 application fee. Fee may be paid by check or money order, made payable to WVOIC.
- Submit the NAIC Uniform Application for Individual Insurance Producer License in one of two ways:
  - Online -or-
  - Print and mail to WVOIC – Agent Licensing, PO Box 50541, Charleston, WV 25305-0541
- After passing the exam, you may contact IdentoGO to schedule an appointment to submit your fingerprints. Fingerprints are valid for thirty (30) days. Service code with IdentoGo for WVOIC is 228NS5.

License renewal

- Each surplus lines license is available to renew on March 1. Surplus lines licenses expire annually on May 31.