



STATE OF WEST VIRGINIA
Offices of the Insurance
Commissioner

Resident Surplus Lines Licensing Application & Requirements

Licensing & Education Division

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

- J Held at least for three (3) consecutive years a valid insurance producer license in the property and casualty lines of authority
- J Pass the appropriate license examination.
 - o 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.
- J If applying by mail, submit a \$200 application fee. Fee may be paid by check or money order, made payable to WVOIC.
- J Submit the NAIC Uniform Application for Individual Insurance Producer License in one of two ways:
 - o [Online](#) -or -
 - o [Print and mail](#) to WVOIC – Agent Licensing, PO Box 50541, Charleston, WV 25305-0541
- J 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.

[Verify and Print Your License](#)

[Fingerprint FAQs](#)

License renewal

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