



# FAQs

## Travel Insurance Business Entity Producer

West Virginia Offices of the Insurance Commissioner

### 1. How do I apply for a Travel Insurance Business Entity Producer license.

- ) Complete *Travel Insurance Business Application Entity Producer* [application](#) or application through the National Insurance Producer Registry ([www.nipr.com](http://www.nipr.com)).
- ) **License fee** in the form of a credit card if applying electronically at [www.nipr.com](http://www.nipr.com) or by check for \$200 made payable to West Virginia Insurance Commission (WVOIC).

### 2. What are the fees associated with the license.

The application fee is \$200. The license renews annually on June 30<sup>th</sup> regardless of when the application is made. The renewal fee is \$200. If the renewal fee is paid after the June 30<sup>th</sup> deadline a penalty of \$50 is required with the renewal fee.

### 3. Do travel agents need a license to sell or distribute travel insurance?

An individual must have an individual travel insurance producer license if they are not working under a licensed travel business entity. If working under a licensed business entity producer, the individual must have an individual travel producer license. An individual working under a travel business entity license is not required to obtain an individual license, so long they are in compliance with W.Va. Code §§ 33-62-1 through 12. A licensed Insurance producer business entity must also obtain a travel business entity license if it desires to have unlicensed individuals sell travel insurance.

Unlicensed employees or representatives of the retailer may make available to prospective purchasers brochures or other written materials that:

- ) State the identity and contact information of the insurer and the travel insurance entity producer;
- ) Describe the material terms, or contain the actual material terms, of the travel insurance coverage;
- ) Describe the process for filing a claim under the travel insurance policy;
- ) Describe the review and cancellation processes for the travel insurance policy;
- ) Explain that the purchase of travel insurance is not required in order to purchase any other product or service from the travel retailer; and
- ) Explain that a travel retailer not licensed by the commissioner may provide general information about the travel insurance offered, including a description of the coverage and price, but is not qualified or authorized to answer technical questions about the travel insurance or to evaluate the adequacy of a prospective purchaser's existing insurance coverage.

4. If I become an employee of a travel retailer, can I keep my individual producer license?

Yes

**5. Do individual insurance producers who sell, solicit, or negotiate travel insurance in the course of their insurance business still need a license? Yes**

**6. I am [ one of the following: the designated responsible producer, president, secretary, treasurer, or any other officer or person who directs or controls the travel insurance producer's insurance operations] and must now comply with the fingerprinting requirements applicable to insurance producers in my company's resident state, which is not West Virginia. How do I find out what those requirements are?**

You may contact the department of insurance in the company's resident state.

**7. Is the Travel Insurance Entity required to be appointed?**

A travel insurance business entity may not act as an agent of an insurer unless the insurer appoints the travel insurance entity.

**8. Is the Travel Insurance Producer required to obtain an appointment(s) to maintain a license?**

No, however, the producer must be appointed with the company within fifteen (15) days of contracting with the insurer.

**9. Is the Travel Insurance Business Entity required to have at least one designated responsible producer (DRP)?**

Yes, there must be at least one designated responsible producer and that producer must be licensed in the travel or casualty line of authority in West Virginia. The designated responsible producer must also be appointed with the insurer offering the travel insurance.

**10. What type of training is required?**

The travel insurance business entity requires each employee and authorized representative of the travel retailer whose duties include offering and disseminating travel insurance to receive a program of instruction or training. The training program shall, at a minimum, contain instructions on the types of insurance offered, ethical sales practices and required disclosures to prospective consumers.