



# 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?**

Yes. Either the agent needs to be licensed as an individual insurance producer with the travel line of authority, or the individual must be employed by a business entity that offers and disseminates travel insurance on behalf of and under the direction of an appropriately licensed travel insurance producer. The individual is required to be in compliance with House Bill 2536.

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?**

- a. Yes.

consumers.