

## Apply for a Travel Insurance Business Entity License

**Resident/Nonresident business entities:** corporations, partnerships, limited liability companies, limited liability partnerships

Every business entity must designate at least one individual principal insurance producer who holds a West Virginia insurance producer license and who will be responsible for the business entity's compliance with the insurance laws, rules and regulations in this state.

Click to view the [FAQs](#) for Travel business entity licensure.

**The business entity should also contact the [West Virginia Secretary of State \(304-558-6000\)](#) to ensure compliance with West Virginia corporate law.**

Regardless of when issued, a West Virginia resident business entity license renews annually on June 30th.

Any changes to the officers, director, or address change must be reported within 10 days.

The fee for an initial application and for each renewal \$200.

You may [submit your application](#) for a business entity license electronically. To submit a paper application, use the link at the bottom of this page to print the Uniform Application for Travel Business Entity Insurance License. Send the completed, signed and dated application form along with the \$200 fee to:

West Virginia Insurance Department  
Agent Licensing Division  
[OICAgentLicensing@wv.gov](mailto:OICAgentLicensing@wv.gov)  
900 Pennsylvania Avenue  
Charleston, WV 25302

304-558-0610  
304-558-4966 fax

[Travel BE Application \(paper\)](#)