

How to Add a New Line Authority

An insurance producer license may be issued for the following:

Major lines of authority:

- Life and Annuity
- Accident and Health
- Variable Life and Annuity
- Property
- Casualty
- Personal Lines

Limited lines of authority:

- Car Rental
- Credit
- Crop
- Surety
- Title
- Travel

Residents

Every individual applicant for an insurance producer license must qualify by passing exams for the major lines of authority they wish to hold on their license. Resident producers adding a line of authority to an existing license are required to be fingerprinted after passing the exams.

Applicants are required to have 20 hours of approved pre-licensing instruction per line of authority. Preparation can be done by classroom instruction, webinar or by self-study. Pre-licensing certificates are valid for 120 days. The applicant must pass the appropriate exams and make application to the Department within one year of passing the exam.

Exams are administered by PearsonVue. For additional exam information or **to schedule an exam online**, go to PearsonVue. Here you will find links to the Licensing Information Bulletin and exam content outlines, locations of test centers, and you can make an exam reservation. **To schedule an exam by phone**, call PearsonVue at 1-800-274-2614.

An applicant for the line of **variable life and annuity**, must first be registered with FINRA.

There is no state fee to amend an existing license by adding a line of authority.

NonResidents

Nonresident producers may add a line of authority to their West Virginia nonresident license as long as they hold that same line in their resident state. To add the line an applicant may apply electronically at NIPR or submit a completed paper application.

There is no state fee to amend an existing license by adding a line of authority.

IMPORTANT: Make sure you answer all questions completely and disclose all information requested. In addition to the information requested in the questions on the application form, licensed insurance producers are required to report to the Commissioner within 30 days any administrative actions or any criminal conviction in any in any jurisdiction. This requirement to report does not allow you to exclude any criminal convictions. If you have any questions about what needs to be reported or disclosed, contact the Department before submitting your application.