



**STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner
Company Analysis and Examinations Division**

**Procedures for Requesting a Certificate (or Letter) of Good Standing
for a Third-Party Administrator**

A Certificate (or Letter) of Good Standing is generally requested to show proof that a company is licensed with the West Virginia Offices of the Insurance Commissioner. The certificate also shows the line of insurance the company is authorized to transact in the State of West Virginia.

To request a certificate of good standing, send a letter stating the company's full name and include the name, address and phone number of where the certificate of good standing is to be sent. Pursuant to W. Va. Code §33-46-15, a \$25.00 fee is required for every copy of a report or certificate of condition, and is due at the time of request.

Make all checks payable to the West Virginia Offices of the Insurance Commissioner. Please submit your request and payment to:

West Virginia Offices of the Insurance Commissioner
Financial Conditions Unit
PO Box 50540
Charleston WV 25305-0540

Accredited by the National Association of Insurance Commissioners