

**IMPORTANT INFORMATION**

**PERTAINING**

**TO YOUR**

**VIRGINIA**

**LICENSE**

July 2008

## IMPORTANT INFORMATION CONCERNING YOUR LICENSE

**Note for Virginia residents only: If you choose or have chosen to use a DMV-assigned number as your License Number in lieu of your Social Security Number, you must notify any insurance companies appointing you as they will have to appoint you under the DMV-assigned number. The affects of using your DMV-assigned number instead of your Social Security Number is as follows:**

- 1. Your licensing information will not be reported to the NAIC's Producer Data Base (PDB) as they are not able to accept alpha-numeric numbers.**
- 2. You will not be able to apply for any nonresident licenses electronically.**
- 3. Insurance companies will not be able to submit an appointment for you electronically. They will be required to submit the appointment on paper directly to the Bureau.**

A. You may solicit applications for any company authorized in Virginia for classes of insurance covered by the producer's license. However, an insurance company **must** appoint you within 30 calendar days of the date of execution of the first application submitted by you to the company. The company must notify you if the Commission notifies the company that the attempt to appoint you was invalid. The company's notice must be provided within five business days of receipt of the invalid appointment notice from the Commission. Any agent who sells or solicits insurance on behalf of the insurer after being notified of an invalid appointment shall be in violation of Virginia law. An appointment may be verified by utilizing the Bureau's Agent/Agency Lookup feature at <http://scc.virginia.gov/division/boi/webpages/boiproducer.htm>.

B. Your contract with the insurance company is NOT an appointment. An appointment is a formal notification from the insurer to the Bureau, for which the company pays a \$12 fee. Simply having an employment contract or agent contract with an insurance company does not satisfy this requirement, and would place both the insurer and the producer in violation of Virginia law.

C. Appointments must be renewed annually by June 30. This is done by the insurance company. If the company fails to renew the appointment, or terminates the appointment at any time, the company must notify you in writing within **five** calendar days. Once you receive such notice, you must immediately cease soliciting applications on behalf of that insurer. The Bureau will **NOT** notify you of appointment cancellations.

D. Your license will remain in an "active" status unless surrendered, terminated, suspended, or revoked, as long as your license in your state or province of domicile (residence) remains in an "active" status, and, if applicable, comply with the continuing education requirements. Termination, revocation, suspension, or cancellation of your license in your state or province of domicile (residence) automatically terminates your Virginia license and appointments.

## CONTINUING EDUCATION

Virginia has a biennial Continuing Education (CE) requirement for all agents holding one or more of the following license types:

Life and Annuities	-	Type 007
Health	-	Type 008
Life and Health Consultant	-	Type 059
Personal Lines	-	Type 032
Property and Casualty	-	Type 030
Property and Casualty Consultant	-	Type 058
Title	-	Type 033

The CE program in Virginia is NOT administered by the Bureau. A separate entity, known as the Virginia Insurance Continuing Education Board, is responsible for development and administration of the CE program. The Board, in turn, has contracted with Prometric for operation of the program.

For further information on Virginia's CE program, including reciprocity information, or to obtain a copy of Virginia's Continuing Education Information Handbook, visit Prometric's website at <http://www.prometric.com/CE/vaceprod.htm> or call Prometric at 1-800-482-2366 . Questions regarding the Virginia CE program should be directed to Prometric and **NOT** to the Bureau of Insurance.

Nonresident agents are not required to complete Virginia CE courses; however, there is a filing requirement. You may view the requirements on Prometric's website at <http://www.prometric.com/CE/vaceprod.htm>.

## MISCELLANEOUS

### **A. Change of Address**

Every licensed producer is required by law to notify the Bureau within 30 calendar days of any change of residence. You should change your address online at <http://scc.virginia.gov/division/boi/webpages/boionlineservices.htm>. **DO NOT USE A COMPANY OR ANY BUSINESS ADDRESS (INCLUDING PO BOX) AS THE INDIVIDUAL PRODUCER'S RESIDENCE OR MAILING ADDRESS.** Nonresident agents moving from one state to another should download and properly complete the Bureau's Service Request (PIN5001) Form at <http://scc.virginia.gov/division/boi/webpages/boiformsapplications.htm>.

## **B. Change of Name**

Every licensed producer is required by law to notify the Bureau in writing within 30 calendar days of any change of name. These changes can be made by downloading and properly completing the Bureau's Service Request Form (PIN5001) at <http://scc.virginia.gov/division/boi/webpages/boiformsapplications.htm>.

A copy of the marriage certificate, divorce decree, or court order is required. Please include your Social Security Number (or DMV-assigned number if a Virginia resident) with your request. You must sign the request. The Bureau will send you a duplicate license when we have processed your name change.

## **C. Certification Letters**

Based upon the national initiative for uniformity of state insurance regulation, most states no longer require certification letters. Also, insurance companies may confirm the status of a producer's license on the NAIC's Producer Data Base (PDB), or on the Bureau's website at

<http://scc.virginia.gov/division/boi/webpages/boionlineservices.htm>.

Therefore, certification letters should not be required under most circumstances. However, if you should need a certification letter, you should request it on the Bureau's website at <http://scc.virginia.gov/division/boi/webpages/boionlineservices.htm>. You will be able to request and print your own certification letter from this site. No fee is required.

## **D. Duplicate Licenses**

If you should need a duplicate license, you should request it on the Bureau's website at <http://scc.virginia.gov/division/boi/webpages/boionlineservices.htm>. You will be able to request and print your own duplicate license from this site. No fee is required.

## **E. Assumed or Fictitious Names**

Any person or entity (corporation, partnership, or limited liability company) conducting the business of insurance in this Commonwealth under an assumed or fictitious name is required to notify the Bureau, in writing, either at the time the application for a license is filed or at the time the assumed or fictitious name is adopted. (You must register the fictitious name in the State Corporation Commission's Office of the Clerk prior to filing it with the Bureau. You may contact the Clerk's Office at 804-371-9733.) You may complete the Virginia Service Request form or you may send a letter. You may access the Virginia Service Request form (PIN5001) from our website at <http://scc.virginia.gov/division/boi/webpages/boiformsapplications.htm>.

## **F. Felony Convictions**

A producer (resident or nonresident) is required by law to report to the Bureau of Insurance within 30 calendar days the facts and circumstances regarding a conviction of or pleading guilty or nolo contendere to any felony offense.

## **G. Administrative Actions**

A producer (resident or nonresident) is required by law to report to the Bureau of Insurance within 30 calendar days the final disposition, to include a copy of the order,

consent to order, and/or other relevant legal documents, of any administrative action taken against him in another jurisdiction or by another governmental agency.

The Bureau's website includes information that an agent should be familiar with. We would suggest that you review the following:

- [Common Problems Found During Agent Investigations](#)
- Administrative Letters that should be reviewed by every agent  
<http://scc.virginia.gov/division/boi/webpages/boiadminltrsforagents.htm>

The above information is not intended to be all-inclusive. If you have any questions or problems not addressed here, please contact the Bureau or visit our website shown below.

**Bureau of Insurance  
Agents Licensing Section  
P. O. Box 1157  
Richmond, Virginia 23218  
(804) 371-9631**

<http://scc.virginia.gov/division/boi/webpages/boiproducer.htm>