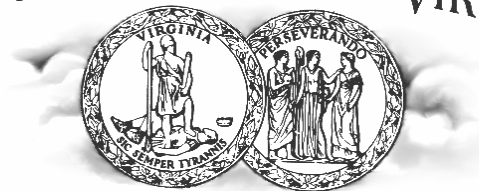


# COMMONWEALTH OF VIRGINIA

ALFRED W. GROSS  
COMMISSIONER OF INSURANCE



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## STATE CORPORATION COMMISSION BUREAU OF INSURANCE

March 16, 2006

Administrative Letter 2006-4

**To: All Entities with Authority to License and Appoint Agents in the Commonwealth of Virginia and Other Interested Parties**

**Re: Implementation of Procedure Change in Requesting a Duplicate License**

Please distribute to the appropriate personnel within your company and notify your appointed agents of these changes.

The purpose of this Administrative Letter is to provide information concerning a revision to the Bureau of Insurance's procedures regarding requests for Duplicate Licenses.

The Bureau is pleased to announce that Duplicate Licenses can be requested and immediately printed, without charge, from the Bureau's website at:

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

Effective immediately, the Bureau will no longer provide copies of paper Licenses to agents or companies.

Should you have any question please direct them to:

Preston Winn  
Supervisor  
Agent Licensing Division  
P. O. Box 1157  
Richmond, Virginia 23218  
804-371-9631  
804-371-9290 (Fax)

Cordially,

Alfred W. Gross  
Commissioner of Insurance

AWG/ln