

# COMMONWEALTH OF VIRGINIA

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## STATE CORPORATION COMMISSION BUREAU OF INSURANCE

August 18, 2008

### Administrative Letter 2008-11

**To:** All Insurers, Health, Dental, Optometric and Legal Services Plans, Health Maintenance Organizations and Other Interested Parties

**Re:** Implementation of the New Bureau of Insurance Sircon for States System

The Bureau of Insurance (Bureau) is implementing Sircon for States, a fully-hosted, web-based system in use in 17 states, beginning September 16, 2008. Increased efficiency in processing producer licensing transactions and the resulting impact on the Bureau's overall ability to regulate efficiently and more uniformly across states are important considerations for the Bureau.

The new technology will offer insurers, agencies and producers the opportunity to conduct most producer licensing transactions electronically. Sircon's Compliance Express will allow for real time connection with the Bureau Sircon for States system. Some of the new features available via Compliance Express are as follows:

- Producer license applications and inquiry ability regarding application status
- Producer license renewals
- Appointment and termination processing with instant online confirmation
- Producer address changes
- Appointment status and other producer inquiries
- Appointment renewal processing
- Continuing education compliance status

The Sircon for States system has assigned new license identification numbers to all producers and business entities. These license identification numbers may be accessed beginning September 16, 2008 at the Bureau's web site. The address for the web site is <http://www.scc.virginia.gov/division/boi/webpages/boiproducer.htm>.

The Bureau will post a web cast for regulated entities accessing the new system and flash videos on specific topics, such as how to apply for a license, to assist insurers and producers in navigating the new electronic processing system. We hope to have these materials available on the website effective September 16, 2008 at <http://www.scc.virginia.gov/division/boi/webpages/boihomepage.htm>. The Bureau may place other information and helpful tips, questions/answers on the web site as they are developed in response to inquiries from users.

As a result of the conversion to the new system, the Bureau will be unable to process any transactions or provide information for producer licensing, consumer services, or company admissions from 5:00 p.m. on Thursday, September 4 until Tuesday, September 16, 2008. Please keep these dates in mind as you plan for your business needs in September.

If you have any questions regarding this administrative letter, please contact:

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or  
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Cordially,



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