

# COMMONWEALTH OF VIRGINIA

ALFRED W. GROSS  
COMMISSIONER OF INSURANCE



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## STATE CORPORATION COMMISSION BUREAU OF INSURANCE

June 28, 2006

Administrative Letter 2006-11

- To: All Entities with Authority to License and Appoint Agents in the Commonwealth of Virginia and Other Interested Parties**
- Re: Procedural Change: Displaying National Producer Numbers (NPN) in Lieu of Social Security/DMV-Assigned Numbers on Bureau of Insurance Correspondence**

Please distribute to the appropriate personnel within your company and notify your appointed producers of this change.

The Bureau of Insurance (Bureau) has implemented use of the National Producer Number (NPN). The NPN is the number assigned by the National Insurance Producer Registry (NIPR). It may be used instead of the producer's Social Security/DMV assigned number to access information or obtain documents from the Bureau, thereby alleviating concerns of identity theft.

The producer's NPN is printed on new licenses issued, duplicate licenses, and letters of certification processed online from the Bureau's website at:

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

**The Bureau will continue to require applicants to provide their Social Security Number when applying for an insurance agent license.**

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