

COMMONWEALTH OF VIRGINIA

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COMMISSIONER OF INSURANCE



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STATE CORPORATION COMMISSION BUREAU OF INSURANCE

February 9, 2006

Administrative Letter 2006-1

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 Letters of Certification

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 Letters of Certification.

Like other state insurance departments, the Bureau no longer relies on paper Letters of Certification when processing license applications. Instead, it relies on the NAIC's state producer licensing database (SPLD) to license and monitor resident and nonresident agents. This is based on the Bureau's participation in the national initiative for uniformity of state insurance regulation.

Despite this change to the licensing processing, the Bureau continues to receive requests for paper Letters of Certification from licensees. As an accommodation to these licensees, the Bureau is pleased to announce that requests for Letters of Certification can now be made online through the Bureau's website without charge. Letters of Certification can be ordered and printed from the Bureau's website at:

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

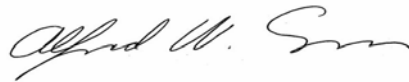
Effective immediately, the Bureau will no longer produce paper Letters of Certification when licenses and duplicate licenses are issued. Because the Letter of Certification request is available online, the Service Request form PIN5001 is no longer required to request a Letter of Certification.

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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

Cordially,

A handwritten signature in cursive script, appearing to read "Alfred W. Gross".

Alfred W. Gross
Commissioner of Insurance

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