

Application for Business Entity License Renewal/Continuation
(Please Print or Type)

Check appropriate boxes for license requested.

Resident License License # _____
 Non-Resident License License # _____

Demographic Information

① Business Entity Name	② FEIN		
③ Home State & Home State License Number	④ If assigned, National Producer Number (NPN)		
⑤ Is the business entity affiliated with a financial institution/bank? Yes <input type="checkbox"/> No <input type="checkbox"/>			
⑥ Business Address	⑦ City	⑧ State	⑨ Zip Code or Foreign Country
⑩ Phone Number (include extension) () - -	⑪ Fax Number () - -	⑫ Business Web Site Address	⑬ Business E-Mail Address
⑭ Mailing Address	⑮ P.O. Box	⑯ City	⑰ State
		⑱ Zip Code or Foreign Country	

Designated/Responsible Licensed Producer

⑯ Identify at least one Designated/Responsible Licensed Producer responsible for the business entity's compliance with the insurance laws, rules and regulations of this state. (See *Matrix of State Requirements* at www.nipr.com for jurisdictions that require the designated/responsible licensed producer to be an officer, director or partner of the business entity.)

Name _____	SSN _____ - -	NPN _____
Name _____	SSN _____ - -	NPN _____
Name _____	SSN _____ - -	NPN _____
Name _____	SSN _____ - -	NPN _____

Applicant Name: _____

Renewal fees are nonrefundable and nontransferable. No personal checks will be accepted unless certified, and no cash will be accepted.

Producer Major Lines of Authority – Place an X by the license for which you are renewing.

Line of Authority	Renewal Fee (nonrefundable)	Expiration Dates
Life and Annuities (fixed)	\$10	May 1 of every odd-numbered year
Health	\$10	
Variable Contracts*	\$10	
Property and Casualty	\$10	
Title	\$10	

*Residents only must hold Life and Annuities authority.

Producer Limited Lines of Authority

Line of Authority	Renewal Fee (nonrefundable)	Expiration Dates
Limited Property & Casualty – Portable Electronic Insurance	\$10	May 1 of every odd-numbered year
Limited Property & Casualty – Travel Insurance	\$10	
Limited Property & Casualty – Self Storage Insurance	\$10	

Non-Standard Lines of Authority

Line of Authority	Renewal Fee (nonrefundable)	Expiration Date
Life and Health Consultant	\$10	May 1 of every odd-numbered year
Property and Casualty Consultant	\$10	
Public Adjuster	\$10	
Viatical Settlement Broker	\$10	
Surplus Lines Broker*	\$10	

* Failure to file the maintenance assessment report or pay the maintenance assessment and any related fines, penalties, and interest on or before the first day of March of each year will result in the termination of the Surplus Lines Broker license.

ALL APPLICANTS

- You must maintain your business registration with the Clerk's Office, or your insurance agency license will be terminated.
- The Bureau will verify your business registration electronically.
- If operating under a trade name or "doing business as" name, register your fictitious name with the SCC Clerk's Office.
- The Clerk's Office phone number: (804) 371-9733

Mail to: Bureau of Insurance
PO Box 1157
Richmond, VA 23218

Overnight Address: Bureau of Insurance
1300 East Main Street
Richmond, VA 23219

Applicant Name: _____

Background Questions

(20)

1a. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, been convicted of, or is currently charged with, committing a misdemeanor or had a judgment withheld or deferred for a misdemeanor which has not been previously reported to this insurance department?

Yes ____ No ____

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in juvenile court).

1b. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of, or is currently charged with committing a felony or had a judgment withheld or deferred for a felony which has not been previously reported to this insurance department?

Yes ____ No ____

You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court).

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?

N/A ____ Yes ____ No ____

If so, was consent granted? (Attach copy of 1033 consent approved by home state.)

N/A ____ Yes ____ No ____

1c. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of or is currently charged with a military offense which has not been previously reported to this insurance department?

Yes ____ No ____

NOTE: For Questions 1a, 1b, and 1c “**Convicted**” includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence or a fine.

If you answer yes to any of these questions, you must attach to this application:

- a) a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

2. Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license, or registration, which has not been previously reported to this insurance department?

Yes ____ No ____

“Involved” means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation, sanctioned or surrendering a license to resolve an administrative action. “Involved” also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license. “Involved” also means having a license application denied or the act of withdrawing an application to avoid a denial. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license; identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

3. In response to a “yes” answer to one or more of the Background Questions for this renewal application, are you submitting document(s) to the NAIC/NIPR Attachments Warehouse?

Yes ____ No ____

If you answer yes,

Will you be associating (linking) previously filed documents from the NAIC/NIPR Attachments Warehouse to this application?

Yes ____ No ____

Note: If you have previously submitted documents to the Attachments Warehouse that are intended to be filed with this renewal application, you **must** go to the Attachments Warehouse and associate (link) the supporting document(s) to this application based upon the particular background question number you have answered yes to on this application. You will receive information in a follow-up page at the end of the application process, providing a link to the Attachment Warehouse instructions.

Applicant Name: _____

RESIDENT SURPLUS LINES BROKERS ONLY

4. As required by the provisions of Chapter 18, Title 38.2 of the Code of Virginia, I attest that I have and thereafter shall keep in force for as long as the license remains in effect, a bond in favor of the Commonwealth in the amount of \$25,000 with corporate sureties licensed by the Commission. Yes _____

4a. Full Name of insurance company on the Surety Bond: _____

4b. Bond number on Surety Bond: _____

4c. Effective Date of the Surety Bond: _____

RESIDENT AND NONRESIDENT PUBLIC ADJUSTERS ONLY

5. As required by the provisions of Chapter 18, Title 38.2 of the Code of Virginia, I attest that I have and thereafter shall keep in force for as long as the license remains in effect, a bond in favor of the Commonwealth in the amount of \$50,000 with corporate sureties licensed by the Commission. Yes _____

5a. Full Name of insurance company on the Surety Bond: _____

5b. Bond number on Surety Bond: _____

5c. Effective Date of the Surety Bond: _____

ALL VIATICAL SETTLEMENT BROKERS

Pursuant to Virginia Code § 38.2-6011 E, a Viatical Settlement Broker shall within 60 days of licensure and annually thereafter by March 1 of each year certify to the Commission implementation of anti-fraud initiatives reasonably calculated to detect, prosecute, and prevent fraudulent viatical settlement acts. (<http://law.lis.virginia.gov/vacode/title38.2/chapter60/section38.2-6011/>). Visit www.scc.virginia.gov/boi/pro/formapp.aspx to download and properly complete the Annual Certification of Anti-Fraud Initiatives Form. Email completed certifications and any questions concerning your compliance status to VSBAnti-FraudPlan@scc.virginia.gov.

Applicant Name: _____

Applicant's Certification and Attestation

(21) On behalf of the business entity or limited liability company, the undersigned owner, partner, officer or director of the business entity, or member or manager of a limited liability company, hereby certifies, under penalty of perjury, that:

1. All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license or registration revocation and may subject me and the business entity or limited liability company to civil or criminal penalties.
2. Unless provided otherwise by law or regulation of the jurisdiction, the business entity or limited liability company hereby designates the Commissioner, Director or Superintendent of Insurance, or an appropriate representative in each jurisdiction for which this application is made to be its agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner or Director of that jurisdiction is of the same legal force and validity as personal service upon the business entity.
3. The business entity or limited liability company grants permission to the Commissioner or Director of Insurance in each jurisdiction for which this application is made to verify any information supplied with any federal, state or local government agency, current or former employer or insurance company.
4. Every owner, partner, officer or director of the business entity, or member or manager of a limited liability company, either a) does not have a current child-support obligation, or b) has a child-support obligation and is currently in compliance with that obligation.
5. I authorize the jurisdictions to which this application is made to give any information they may have concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure/registration.
7. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.
8. I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of any documents attached to this application or requested by the jurisdiction(s).
9. I certify that the Designated Responsible Licensed Producer(s) named on this application understands that he/she is responsible for the business entity's compliance with the insurance laws, rules and regulation of the State.

Must be signed by an officer, director, or partner of the business entity, or member or manager of a limited liability company:

Month/Day/Year

Signature

Typed or Printed Name

Title

Address

City _____ State _____