

# COMMONWEALTH OF VIRGINIA

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COMMISSIONER OF INSURANCE



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## STATE CORPORATION COMMISSION BUREAU OF INSURANCE

March 15, 2010

### Administrative Letter 2010-02

**TO: All Entities with Authority to Appoint Producers in Virginia and Other Interested Parties**

**RE: Online Printing of Producer Licenses**

The purpose of this Administrative Letter is to advise insurers and insurance producers that they may now print licenses online. The implementation of this functionality has been the most frequently requested service enhancement by insurers and producers since the Bureau of Insurance (Bureau) implemented the Sircon for States system. We are pleased to make this feature available.

Currently, when the Bureau of Insurance issues a license, it is mailed to the producer. Effective immediately, the Bureau will no longer mail licenses.

Electronic applications for licensure are submitted to the Bureau through either Sircon's Compliance Express (CX) or the National Insurance Producer Registry (NIPR). For applications submitted through CX, Sircon sends an e-mail notification to the producer when the license has been issued. The producer will then print the license at [www.sircon.com/virginia](http://www.sircon.com/virginia). This service is free for up to 30 days after the license application submitted through CX has been approved. After 30 days, the licenses and/or duplicate licenses may be printed for a Sircon service fee, which is currently \$5.50.

For applications submitted through NIPR, an e-mail notification is not sent to the producer when the license has been issued. Producers may check their licensing status through the Bureau's "Producer Lookup" feature at [scc.virginia.gov/division/boi/webpages/ConsumerInquiry/ProducerSearch.aspx](http://scc.virginia.gov/division/boi/webpages/ConsumerInquiry/ProducerSearch.aspx). When the license status reflects that the license has been issued, the producer will then print the license at [www.sircon.com/virginia](http://www.sircon.com/virginia). The Sircon service fee (currently \$5.50) will be applied.

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Producers are encouraged to review licensing information in the pamphlet, *General Information Pertaining to All Licenses*, on the Bureau's website at [www.scc.virginia.gov/division/boi/webpages/licenseforms/licenseinfo.pdf](http://www.scc.virginia.gov/division/boi/webpages/licenseforms/licenseinfo.pdf).

This Administrative Letter has been posted on the Bureau of Insurance website at <http://www.scc.virginia.gov/division/boi/webpages/boiadministrativeltrs.htm>. Please distribute to the appropriate personnel within your company and notify producers of the changes. Questions relating to this Administrative Letter should be directed to:

J. Preston Winn, Supervisor  
Agents Licensing Section  
Bureau of Insurance  
P. O. Box 1157  
Richmond, VA 23218  
804-371-9631 (Telephone)  
804-371-9290 (Facsimile)

Cordially,

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

Alfred W. Gross  
Commissioner of Insurance