

# COMMONWEALTH OF VIRGINIA

ALFRED W. GROSS  
COMMISSIONER OF INSURANCE



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## STATE CORPORATION COMMISSION BUREAU OF INSURANCE

April 18, 2006

Administrative Letter 2006-7

**To: All Entities with Authority to License and Appoint Agents in the Commonwealth of Virginia and Other Interested Parties**

**Re: Online Address Changes**

Please distribute to the appropriate personnel within your company and notify your appointed agents of these changes.

On January 12, 2006, the Bureau of Insurance began accepting online address changes via the Bureau's website at <http://boi.scc.virginia.gov/agentUpdate/>.

We encourage individual producers and agencies to take advantage of this online service. It is no longer a requirement to submit address changes on the paper Service Request (PIN5001) Form.

Agency address changes must be made by the officer/principal of the agency.

The website address <http://boi.scc.virginia.gov/agentUpdate/> will prompt the producer to set up an account by creating a username and password to access the address change feature. There is no fee involved in establishing this account.

This online address change request **CAN NOT** be used in changing a producer's address from state to state.

When entering the address change, do not use any punctuation (periods, commas, etc.) in the address fields.

**DO NOT USE A COMPANY'S OR ANY BUSINESS ADDRESS (INCLUDING PO BOX) AS THE INDIVIDUAL PRODUCER'S RESIDENCE OR MAILING ADDRESS. VIRGINIA INSURANCE STATUTES REQUIRE THE INDIVIDUAL PRODUCER'S RESIDENCE (STREET) ADDRESS TO BE THE MAILING ADDRESS OF RECORD.**

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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  
804-371-9290 (Fax)

Cordially,

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

Alfred W. Gross  
Commissioner of Insurance

AWG:ln