

Licensing and License Maintenance FAQs

Licensing

1. How do I obtain a Virginia Criminal History Record Report (Residents only)?

Visit www.vsp.state.va.us/ to download Form SP-167 or contact the Virginia State Police at (804) 674-2131. When completing the form, have the report mailed back to the applicant; not to the Bureau. When the completed report is received, either attach it as a PDF and email it to the AgentLicensing@scc.virginia.gov or fax it to (804) 371-9290.

2. I applied for the wrong license type of my application, how do I correct this?

A new application must be submitted for the correct license type and you will be required to pay the appropriate application processing fee. Application processing fees are non-refundable and non-transferrable.

3. I am moving to Virginia from another state. What are the requirements to apply for a Virginia resident license?

If you were not licensed in your former state of residence, you must meet all pre-licensing requirements found in the Insurance Licensing Candidate Handbook. If you have resided in Virginia for less than six months, you must submit a current (no more than 90 days old) criminal history record report from your previous state of residence. If you have resided in Virginia for more than six months, you must submit a current criminal history record report from the Virginia State Police. If you were licensed in your former state of residence within the last 90 days, review the Insurance Licensing Candidate Handbook for requirements of individuals moving to Virginia.

4. How do I verify my license has been issued?

Visit www.scc.virginia.gov/boi/ConsumerInquiry to confirm the status of your license. There is a one day delay from the licensure date and the day the information is available on the Bureau's website.

License Maintenance

1. How do I obtain a copy of my license?

Visit www.sircon.com/virginia to print your license online. You will need your Virginia License number to print your license. A nonrefundable fee may apply. The Bureau does not print and mail licenses.

2. How do I obtain my Virginia license number?

Visit www.scc.virginia.gov/boi/ConsumerInquiry

3. How do I terminate my Virginia license?

Visit <http://www.scc.virginia.gov/PublicForms/629/agcanc.pdf> and fill out the form. Once completed you can either email it to AgentLicensing@scc.virginia.gov or fax it to 804-371-9290.

4. How do I change my address?

Visit www.scc.virginia.gov/boi/online.aspx to change your address. DO NOT USE A COMPANY OR ANY BUSINESS ADDRESS (INCLUDING PO BOX) AS THE INDIVIDUAL'S RESIDENCE OR MAILING ADDRESS. Sircon must be used to make a change in the business entity's (agency) address.

5. I am moving from Virginia to another state. What do I need from the Bureau?

A clearance letter, which when processed, terminates all active licenses in Virginia, is required when moving to another state. Visit www.scc.virginia.gov/boi/pro/formapp.aspx to download and complete the Service Request Form. Fax it to (804) 371-9290 or email it to bureauofinsurance@scc.virginia.gov. After obtaining a license in your new home state, visit www.scc.virginia.gov/boi/online.aspx to apply for your Virginia nonresident license.

6. How do I change my name?

Visit www.scc.virginia.gov/boi/pro/formapp.aspx to download the Service Request Form. A copy of the marriage certificate, divorce decree (if the decree states the change from married name to maiden name), or court order is required. Include your Virginia license number ("VLN") or National Producer Number ("NPN") with your request. The licensee must sign all name change requests.

7. How do I view and/or update agency associations?

Review and make updates to the insurance agency's associations via Sircon's Compliance Express service by visiting www.sircon.com/virginia and selecting 'Maintain Designated Licensed Producer' located on the menu on the left side of the page. A nominal Sircon service fee may apply.

To Add a new association, follow these steps:

Go to www.sircon.com/virginia

Go to "Maintain Designated Licensed Producers"

Enter the insurance agency information

Select "Create" from the drop-down box to add a new association, "Maintain" to terminate an association, or "Terminate" to terminate an association and enter the producer's information

Select the appropriate association type from the dropdown, and complete the transaction

8. How do I notify the Bureau of a Trade (Assumed or Fictitious) Name?

Visit www.scc.virginia.gov/boi/pro/formapp.aspx to download and properly complete the Service Request Form. Fax the form to 804-371-9290 or email it to AgentLicensing@scc.virginia.gov. Visit www.scc.virginia.gov/clk/befaq/fict.aspx#a2 for additional filing requirements of using a fictitious name in Virginia.

9. Will I receive an acknowledgement of appointment from the Bureau?

The Bureau does not provide notice of the producer appointment by an insurer. Visit www.scc.virginia.gov/boi/ConsumerInquiry to verify appointments.

10. How do I cancel my company appointment with an insurer?

Submit a written request directly to the company. The Bureau of Insurance cannot cancel your appointment; only the company can cancel an appointment.

11. How do I print a letter of certification?

Visit www.sircon.com/virginia to print a letter of certification.

12. How do I add or change my email address with the Bureau of Insurance?

Visit www.scc.virginia.gov/boi/online.aspx to add or update your email address. The email address you enter when you pay your continuance fee will not update the Bureau's records. Add or update your email address so that you may receive any email communications sent by the Board or the Bureau.