



STATE OF VIRGINIA
Producer – Limited Line of Authority (081)
Limited Property & Casualty (Automobile Club)

Application Instructions:

Residents and Non-Residents complete the attached *Application for Individual Insurance License (Form 3001 – March 2008)*. Applicants may also have to complete the attached *Criminal History Record Name Search Request [form # SP167 (Rev. 7-1-2006)]* when required (see below).

Note: If the applicant holds a current Property & Casualty License in the state of VA, then the applicant only needs to be appointed to Road America (no license application is necessary). The appointment fee is \$12.00.

Criminal History Record Report:

Virginia Residents: Residents must submit the attached *Criminal History Record Name Search Request [form # SP167 (Rev. 7-1-2006)]*. (Note: If the applicant previously obtained a Criminal History Record Report from the Virginia State Police within the last 12 months and filed same with the Virginia Bureau of Insurance for another license line, a new Search Request is not required.)

The Search Request can be mailed directly to the Virginia State Police or to Road America for processing. If sending directly to the State Police, please complete the Search Request form in its entirety (refer to the instructions provided) including having your signature notarized. The fee is \$15.00. Please note the applicant signing the Affidavit For Release Of Information must be different than the individual authorized to receive the Report (Signature Of Person Making Request). We also recommend you include a copy of the Search Request for their use in returning the Report to the Authorized Requestor. Upon your receipt of the State Police's Report, forward it with your completed Application and license fees to Road America for processing.

If you choose to send the Search Request to Road America for processing, complete only the sections entitled *Name Information To Be Searched* and *Affidavit For Release Of Information*, have your signature notarized, and mail the form to Road America with a \$15.00 check made payable to "Virginia State Police" together with your completed Application and licensing fees (see below).

Non-Residents: A Criminal History Record Report is required for non-residents only when the applicant has a criminal history (follow the instructions for Virginia Residents on page 1). In addition, all paperwork relating to the criminal incident(s) must be provided to the VA Bureau of Insurance with the Report.

Non-Resident License Requirements:

States Licensing Agents For Motor Club: Virginia requires non-resident applicants residing in the following states to hold a **Motor Club Producer** license in their home state prior to requesting a non-resident license: AL, AR, CA, DE, KS, MD, MA, MS, MT, NE, NV, NH, NM, NC, OK, SC, SD, TN, TX, UT, and WY.

States Not Licensing Agents For Motor Club: Virginia requires non-resident applicants residing in the following states to hold a **Property & Casualty** license in their home state prior to requesting a non-resident license: AK, AZ, CO, CT, FL, GA, HI, ID, IL, IN, IO, KY, LA, ME, MI, MN, MO, NJ, NY, ND, OH, OR, PA, RI, VT, WA, WI, WV, and Washington, DC.

Filing Procedures (Resident & Non-Resident):

Virginia requires on-line processing of both Resident and Non-Resident applications. Send the completed Application and Criminal History Record Report, together with a check for the appropriate fees (see below), to Road America for processing.

Fees (Resident & Non-Resident):

- 🚗 \$15.00 license
- 🚗 \$12.00 appointment
- 🚗 \$14.40 mandatory on-line processing fee
- 🚗 **Total: \$41.40 payable to Road America**
- 🚗 \$15.00 payable to Virginia State Police (if Road America is to request the Criminal History Record Report)

License Notification:

The processing time is approximately 1 1/2 months (from the date Road America requests a Criminal History Record Report to applicant's appointment to Road America). Virginia will notify Road America by email when the license has been issued, and the original license will be mailed to the motor club agent's address on the application. Road America will then process the necessary appointment.

The applicant and/or Road America can also check the licensing status on-line at <https://www.sircon.com/virginia> or by calling (804) 371-9631.

Renewal:

Licenses are perpetual. Appointments renew annually on June 30th. A listing is sent to Road America and we, in turn, contact the motor club agent for renewal authorization. The fee to renew or terminate an appointment is \$12.00.

VIRGINIA BUREAU OF INSURANCE WEB PAGES:

Producer Assistance Page:

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

On-line Services (License Application Status/Address Changes, Etc.)

<https://www.sircon.com/virginia>

ROAD AMERICA MOTOR CLUB:

Road America Motor Club
Attn: Agent Licensing Department
7300 Corporate Center Drive, Suite 601
Miami, FL 33126
(800) 442-4690
(305) 392-4300

(rev. 4/21/09 mm/mhq)

Application for Individual Insurance License
(Please Print or Type)

Check appropriate box for license requested.

- Resident License
- Non-Resident License
 - Identify Home State: _____
 - Identify Home State License #: _____

Demographic Information					
① Soc. Security Number - - - - -		② If assigned, National Producer Number (NPN)			
③ If applicable, NASD Individual Central Registration Depository (CRD) Number			④ Are you affiliated with a financial institution/bank? Yes <input type="checkbox"/> No <input type="checkbox"/>		
⑤ Last Name JR./SR. etc		⑥ First Name	⑦ Middle Name	⑧ Date of Birth (month) ___ (day) ___ (year) ___	
⑨ Residence/Home Address (Physical Street)		⑩ P.O. Box	⑪ City	⑫ State	⑬ Zip Code
⑭ Foreign Country	⑮ Home Phone Number () -	⑯ Gender (Circle One) Male Female	⑰ Are you a Citizen of the United States? (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, of which country are you a citizen?) (If No, you must supply proof of eligibility to work in the U.S.)		
⑱ Business Entity Name					
⑲ Business Address (Physical Street)		⑳ P.O. Box	㉑ City	㉒ State	㉓ Zip Code
㉔ Foreign Country	㉕ Business Phone Number (include extension) () -	㉖ Business Fax Number () -	㉗ Business E-Mail Address	㉘ Business Web Site Address	
㉙ Applicant's Mailing Address		㉚ P.O. Box	㉛ City	㉜ State	㉝ Zip Code
㉞ Foreign Country	㉟ a. List any other assumed, fictitious, alias, maiden or trade names which you have used in the past. b. List any trade names under which you are currently doing business or intend to do business.				
Agency or Business Entity Affiliations					
㊱ List your Insurance Agency Affiliations: (Complete only if the applicant is to be licensed as an active member of the business entity)					
FEIN _____		NPN _____	Name of Agency _____		
FEIN _____		NPN _____	Name of Agency _____		
FEIN _____		NPN _____	Name of Agency _____		
Employment History					
㊲ Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.					
		From	To	Position Held	
		Month	Year	Month	Year
Name					
City		State	Foreign Country		
Name					
City		State	Foreign Country		
Name					
City		State	Foreign Country		
Name					
City		State	Foreign Country		
For Bureau of Insurance Use Only					

Name: _____

SSN: _____

VIRGINIA RESIDENT APPLICANTS MUST ATTACH TO THIS APPLICATION A CRIMINAL HISTORY RECORD REPORT WHICH MAY BE OBTAINED BY CONTACTING THE VIRGINIA STATE POLICE AND REQUESTING THE INFORMATION. IF YOU FAIL TO PROVIDE A CURRENT (NO MORE THAN 90 DAYS OLD) CRIMINAL HISTORY RECORD REPORT, THE BUREAU WILL REFUSE TO ISSUE A LICENSE TO YOU. (§§ 38.2-1820 AND 38.2-1831 OF THE CODE OF VIRGINIA.) IF YOU HAVE RESIDED IN VIRGINIA FOR LESS THAN SIX MONTHS AND YOU WERE NOT LICENSED IN YOUR PREVIOUS STATE OF RESIDENCE WITHIN THE LAST 90 DAYS, YOU MUST SUBMIT A CURRENT CRIMINAL HISTORY RECORD REPORT FROM YOUR PREVIOUS STATE OF RESIDENCE.

Licensing 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 applying.

Line of Authority	Exam	License Fee (nonrefundable)	Expiration Date
007 - Life and Annuities (fixed)	Yes	\$15	Perpetual*
008 - Health	Yes	\$15	Perpetual*
009 - Variable Contracts**	No	\$15	Perpetual*
030 - Property and Casualty	Yes	\$15	Perpetual*
032 - Personal Lines	Yes	\$15	Perpetual*
033 - Title	Yes	\$15	Perpetual*

*CE is required to maintain license. **Must hold Life and Annuities authority and have passed FINRA's (formerly NASD) Series 6 or 7 exam.

Producer Limited Lines of Authority

Line of Authority	Exam	License Fee (nonrefundable)	Expiration Date
003 - Temporary Life and Health (Sale of Agency)	No	\$15	180 calendar days
006 - Temporary Life and Health (Collect Debits)	No	\$15	180 calendar days
031 - Temporary Property and Casualty (Sale of Agency)	No	\$15	180 calendar days
015 - Credit, which includes: Credit L&H Credit Property/Involuntary Unemployment Mortgage Accident & Sickness/Mortgage Redemption Mortgage Guaranty	No	\$15	Perpetual
024 - Motor Vehicle Rental Contract	No	\$15	Perpetual
080 - Limited Life and Health, which includes; Dental Benefit Contracts Mutual Assessment L&H Dental Services Optometric Services Limited Burial Travel Accident	No	\$15	Perpetual
X 081 - Limited Property and Casualty Automobile Club Ocean Marine Home Protection Pet Accident, Sickness & Hospitalization Legal Services Travel Baggage Mutual Assessment P&C	No	\$15	Perpetual

Non-Standard Lines of Authority

Line of Authority	Exam	License Fee (nonrefundable)	Expiration Date
059 - Life and Health Consultant	Yes*	\$50	June 30 annually**
058 - Property and Casualty Consultant	Yes*	\$50	June 30 annually**
064 - Viatical Settlement Broker	No	\$50	June 30 annually**
065 – Surplus Lines Broker***	No	\$50	June 30 annually**

*Life & Health and/or Property & Casualty examinations are required for resident applicants who do not hold Life and Health Licenses and/or a Property and Casualty License. CE is required to maintain license.

**Regardless of the date of issue, the license must be renewed prior to June 30 of each calendar year.

***Surplus Lines Broker Applicants only

- Resident applicants must be actively licensed as a Property and Casualty insurance agent before applying for a Surplus Lines Brokers license.
- Resident applicants must file with the Commission a surety bond (SLB-2) in the amount of \$25,000, and thereafter shall keep the bond in force for as long as the license remains in effect.

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

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

Name: _____

SSN: _____

Background Information

39) The Applicant must read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include an original signature.

1. Have you ever been convicted of a crime, had a judgment withheld or deferred, or are you currently charged with committing a crime? Yes ___ No ___
"Crime" includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations or convictions involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license and juvenile offenses. "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 having been given probation, a suspended sentence or a fine.

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

- a) a written statement explaining the circumstances of each incident,
- b) a certified copy of the charging document,
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.

If you have a felony conviction, have you applied for a waiver as required by 18 USC 1033? N/A ___ Yes ___ No ___

If so, was that waiver granted? (Attach copy of 1033 waiver approved by home state.) N/A ___ Yes ___ No ___

2. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, ever been involved in an administrative proceeding regarding any professional or occupational license, or registration? Yes ___ No ___

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation 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 and explaining the circumstances of each incident,
- b) a certified copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to bankruptcy proceeding? Only include bankruptcies that involve funds held on behalf of others. Yes ___ No ___

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy.

4. Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes ___ No ___

If you answer yes, identify the jurisdiction(s): _____

5. Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes ___ No ___

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

- a) a written statement summarizing the details of each incident,
- b) a certified copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and
- c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.

6. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes ___ No ___

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

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) certified copies of all relevant documents.

7. Do you have a child support obligation in arrearage? Yes ___ No ___

If you answer yes,

- a) by how many months are you in arrearage? _____ Months
- b) are you currently subject to a repayment agreement? Yes ___ No ___
- c) are you the subject of a child support related subpoena/warrant? Yes ___ No ___

Name: _____

SSN _____

Applicant's Certification and Attestation

④ The Applicant must read the following very carefully:

1. I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
2. Where required by law, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
3. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
4. I further certify that, under penalty of perjury, a) I have no child-support obligation, b) I have a child-support obligation and I am currently in compliance with that obligation, or c) I have identified my child support obligation arrearage on this application.
5. I authorize the jurisdictions to give any information 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 will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
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. As part of the resident licensing process pursuant to applicable state law, resident applicant acknowledges that the submission of his or her fingerprint record will be submitted to a secured centralized repository maintained by the National Association of Insurance Commissioners ("NAIC") as authorized by the state insurance department pursuant to a memorandum of understanding between participating state insurance departments and the NAIC. The resident applicant acknowledges the fingerprint record will be stored at the NAIC and transmitted to law enforcement agencies for the purpose of determining Applicant's qualification for licensure. *(Applicable only to residents of Alaska)*

Month/Day/Year

Original Producer Signature

Full Legal Name (Printed or Typed)

Attachments

④ The following attachments must accompany the application otherwise the application may be returned unprocessed or considered deficient.

1. For Non-Resident License Applications and unless otherwise noted in the State Matrix of Business Rules, a state will rely on an electronic verification of an Applicant's resident license through the NAIC's State Producer Licensing Database in lieu of requiring an original Letter of Certification from the resident state.
2. Any jurisdiction specific attachments listed in the State Matrix of Business Rules (www.nipr.com).

CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY REQUEST FORM

Pay By: Certified Check/Money Order or Business Check made payable to "Virginia State Police"
OR will accept VISA and MasterCard
Personal Checks Not Accepted

Discard these Instructions Prior to Submitting to State Police

Refer to Page 2 of this Form for Pricing Structure and Types of Name Searches Available

If you are interested in obtaining a name search of the "Sex Offender and Crimes Against Minors Registry," refer to the instructions on page 2 of this form.

The Form must be TYPED OR NEATLY HAND-PRINTED.
Complete the Criminal History Record Request by Following these Instructions:

- PURPOSE OF THIS REQUEST: Primary reason for request.
NAME INFORMATION TO BE SEARCHED: Name, race, sex, date of birth, and social security number on whom the criminal record name search is to be conducted.
AFFIDAVIT FOR RELEASE OF INFORMATION: Individual's signature on which the search is to be conducted.
SIGNATURE OF PERSON MAKING REQUEST: Affidavit must be signed by authorized agent and notarized to receive the search results.
NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AGENT MAKING REQUEST: Name and complete mailing address of the individual, agency or authorized agent to receive processed criminal record search must be completed.
FEES FOR SERVICE: Indicate fee that is submitted, based upon type of request.
METHOD OF PAYMENT: Indicate method of payment.

Mail the Complete S.P. 167 "Criminal History Record Request" to:

Virginia State Police
Central Criminal Records Exchange - NF
P.O. Box 85076
Richmond, Virginia 23261-5076

Instructions For Requesting a Search of the “Sex Offender and Crimes Against Minors Registry”

In accordance with Section 9.1-900 – 9.1-918, Code of Virginia, the Central Criminal Records Exchange of the Virginia Department of State Police is responsible for maintaining the above captioned Registry containing name, personal descriptive/conviction information and photographs of individuals convicted of specific sex offenses. The law also provides for the dissemination of sex offender registrations for the following purpose: Child/adult care, child minding, public/child protection, daycare services, volunteering services or employment. To request an inquiry of the Registry, S.P. 266 “Sex Offender and Crimes Against Minors Registry” name search forms may be obtained by downloading from the State Police’s web-site on the Internet @www.virginiatrooper.org.

There are two classifications of sex offenders: the sex offender and violent sex offender. A single name search can be conducted to determine if a person is convicted of a violent or sex offense by completing and S.P 266 form. Violent sex offenders can be searched through the Internet at the above web-site.

Cost Structure and Types of Records Searches Available

CRIMINAL HISTORY RECORD	\$15.00 per search of Criminal History Name File.
COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	\$20.00 for a COMBINATION criminal history record name search conducted and a Sex Offender and Crimes Against Minors name search.
COMPLETE SEX OFFENDER REGISTRY	\$15.00 per search of the Sex Offender Registry only through the submission of an S.P. 266 “Sex Offender and Crimes Against Minors” name search request form.
VIOLENT SEX OFFENDERS	No Charge for searches conducted of violent offender registrations ONLY through the Internet.
NON-PROFIT ORGANIZATION COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	\$16.00 for a COMBINATION criminal history record name search conducted for a “Criminal History Record Name Search” and “Sex Offender and Crimes Against Minors.” The purpose of this search is for volunteering services for a non-profit organization. The S.P. 167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization.
NON-PROFIT ORGANIZATION COMPLETE SEX OFFENDER	\$8.00 for each name search of the Sex Offender Registry conducted for individuals volunteering for a non-profit organization. The S.P. 167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization.