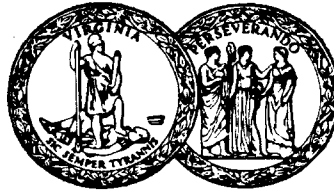


# COMMONWEALTH OF VIRGINIA



JAMES W. NEWMAN, JR.  
COMMISSIONER OF INSURANCE

W. G. FLOURNOY  
FIRST DEPUTY COMMISSIONER

BOX 1157  
RICHMOND, VA. 23209  
TELEPHONE (804) 786 - 3

## STATE CORPORATION COMMISSION BUREAU OF INSURANCE

August 29, 1980

### ADMINISTRATIVE LETTER 1980-11

TO: All Companies Writing Insurance  
in the State of Virginia

FROM: David S. Bordner *DSB*  
Deputy Insurance Commissioner - Administration

RE: Modification of Agents' Examination Schedule

The Virginia Bureau of Insurance has changed the examination schedule for the Life and Health, Property and Casualty and the Variable Annuity examination. The examination will be given any week day in Richmond, but will only be given at 1:30 P.M. There will not be an examination given at 9:00 A.M. as previously scheduled. This change will be effective September 1, 1980. Two new testing locations for the examination have been added to the schedule. With these new locations, the examination schedule is as follows:

Blue Ridge Community College-Weyers Cave, VA-First and Third  
Thursday of each month  
George Mason University-Fairfax, VA-Second and Fourth Tuesday  
of each month  
Tidewater Community College-Virginia Beach, VA-Second and  
Fourth Thursday of each month  
Virginia Highlands Community College-Abingdon, VA-First and  
Third Thursday of each month  
Virginia Western Community College-Roanoke, VA-Second and  
Fourth Wednesday of each month

I have also enclosed the proper procedures that should be used in completing agents' forms to be sent to the Bureau. The most common errors found in processing the forms received are as follows:

1. Cancellation forms received for agents when licenses have already been terminated.
2. Additional license requests for agents whose license has already been issued. (Duplication of request)

3. Company name not correct or incomplete on the license request.
4. Signature omitted from license request by an executive officer or individual authorized to appoint and terminate agents.
5. NAIC number for company omitted.
6. No social security number for individual or internal revenue service number for agency.
7. Appointment date has expired before we receive the appointment form.
8. Notary date has expired before we receive request.

Your cooperation in completing the forms in their entirety and in keeping mistakes to a minimum would be most appreciated and would enable the Bureau to reply to all correspondence on a timely basis.

DSB/jd

Attachments (2)