

COMMONWEALTH OF VIRGINIA

STEVEN T. FOSTER
COMMISSIONER OF INSURANCE



BOX 1157
RICHMOND, VIRGINIA 23209
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STATE CORPORATION COMMISSION BUREAU OF INSURANCE

March 25, 1993

Administrative Letter 1993 - 7

TO: All Insurance Companies, Health Services Plans, Health Maintenance Organizations, and Other Interested Parties

RE: Change of Address and Telephone Numbers for the State Corporation Commission's Bureau of Insurance

Please be advised that the State Corporation Commission's Bureau of Insurance has moved to the Tyler Building which is located at 1300 E. Main Street, Richmond, Virginia 23219.

Our mailing address remains P. O. Box 1157, Richmond, Virginia 23209.

The Bureau's toll-free hotline number for calls made within Virginia is still 1-800-552-7945. This number has not changed. Calls outside of Virginia, however, may now be directed to (804) 371-9741.

Please also make note of changes in the following numbers:

Agents Licensing - (804) 371-9631
Company Admissions - (804) 371-9636
Financial Examinations - (804) 371-9311
Financial Statements - (804) 371-9637
Life & Health Agent Investigations - (804) 371-9990
Life & Health Consumer Services - (804) 371-9691
Life & Health Forms & Rates - (804) 371-9110
Life & Health Market Conduct - (804) 371-9150
Property & Casualty Agent Investigations - (804) 371-9465
Property & Casualty Consumer Services - (804) 371-9185
Property & Casualty Forms & Rates - (804) 371-9965
Property & Casualty Market Conduct - (804) 371-9687
Surplus Lines Brokers - (804) 371-9399
Taxes and Assessments - (804) 371-9399

Each company is responsible for notifying its agents of these changes and for making the necessary corrections to all

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policies, forms, endorsements, and notices to policyholders issued on or after July 1, 1993, which contain the Bureau's street address and telephone number(s). No changes are necessary for the Bureau's mailing address and the toll-free hotline number. These changes should not be filed with the Bureau of Insurance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven T. Foster', with a long horizontal flourish extending to the right.

Steven T. Foster
Commissioner of Insurance

STF:dw