



Obtaining a Property & Casualty License in Virginia

Personal Lines Agent License (license 032) Qualifications

1. Must be at least 18 years old
2. Resident of Virginia for at least 6 months
3. Pass the state insurance examination (multiple-choice).

You are not required to complete any pre-licensing insurance classroom courses to qualify for the exam. That said if you wish to complete a pre-licensing course in order to learn about insurance, courses are available in various ways to meet your needs including 1 week classroom courses Monday thru Friday 8am - 5pm, weekend courses along with online home study courses. To learn more about the types of pre-licensing courses available contact the Professional Insurance Agents Association of Virginia at 804-264-2582.

Getting Started – 6 Easy Steps!

- Step 1: All insurance applicants can obtain a candidate guide by either going to the following hyperlink: www.asivcs.com/indhome.asp?CPCAT=1253INS. The candidate guide is free of charge. The candidate guide contains pertinent information relating to prelicensing and examination requirements.
- Step 2: Sign up and make a reservation for the state license exam by either:
- Visiting Pearson (exam company) online www.asivcs.com/indhome.asp?CPCAT=1253INS.
 - Calling Pearson (888-204-6272) and schedule an exam. State exams are \$58
- Step 3: You will know if you passed the exam before you leave the test center (70% or better is passing).
- Step 4: Once you have passed the test you will need to complete an application for your license (<http://www.asivcs.com/publications/pdf/125302.pdf>). There is a \$15 fee with your application.
- Step 5: Finally, complete a criminal background check thru the Virginia State Police (<http://www.vsp.state.va.us/downloads/SP-024.pdf>). There is a \$15 fee for the background check.
- Step 6: The process will take 1 to 3 weeks for approval. Once you have been approved by the state give us a call!

Signing Up Your Business

Sole Proprietorship - A sole proprietorship is an unincorporated business that is owned by one individual -- you. It is the simplest form of business organization to start and maintain. The business has no existence apart from you, the owner. If you plan on making your insurance business a sole proprietorship (in your name) please let us know. Virginia law requires that you also complete a Business Entity License form if your business is **not** a sole proprietorship. (Form NC-CP) This form is only required if you plan on incorporating your insurance business. This revenue created form does **“NOT”** require taking another test. This simply is a matter of completing a form and submitting a one-time fee of \$15. To obtain a copy of this form visit this site: <http://va.iaa.org/PDF/Ed/Agency%20License%20form.pdf>

For more information on licensing contact the Virginia Bureau of Insurance at 804-371-9631.

