

**Government of the United States Virgin Islands**  
**Office of the Commissioner – Division of Banking, Insurance and Financial Regulation**  
**#5049 Kongens Gade, Charlotte Amalie, St. Thomas, V.I. 00802**  
**TEL-340-774-7166                      FAX 340-774-5590**



***APPLICATION FOR RENEWAL OF CERTIFICATE OF AUTHORITY  
CERTIFICATE OF LICENSURE or PERMIT***

1. Name of Company \_\_\_\_\_  
(Please indicate Company's full legal name)

Company's President \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Company's FEIN No. \_\_\_\_\_ NAIC No. \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Date of Incorporation \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Statutory Home Office Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Main Administrative Office Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

2. Domicile Type: ☐Domestic ☐Foreign ☐Alien

3. Company Type: ☐Life ☐Health ☐Property ☐Casualty ☐Title ☐Surety ☐All Lines  
☐ Other \_\_\_\_\_

In addition to company type, please list types of insurance e.g. auto, home, renters, health (group or individual), long-term care, life (whole, term or universal), travel, liability, medical malpractice, commercial, marine and credit:

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4. Organization Type: ☐Association ☐Corporation ☐Mutual ☐Non-profit  
☐ Other \_\_\_\_\_

5. Contact Person for Premium Tax Quarterly Filings

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

6. Contact Person for Annual Statement and Audited Financial Report Filing

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

7. Contact Person for Licensure and related filings

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

8. Contact Person for Policy Forms

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

9. Contact Person for Consumer Complaints

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

10. Contact Person – Company's Statutory Deposit

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

11. Authorized Signatory to Appoint and Terminate Agents in the U.S. Virgin Islands

Print Name

Signature

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

12. List Name of Agent(s)/Agency currently representing Company in the U.S. Virgin Islands for marketing of products:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

13. General Agent resident in the U.S. Virgin Islands to appoint subagents:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

14. Contact Person for company's participation in V.I. Guaranty Fund (if applicable):

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

**IMPORTANT NOTICE:** The Company must promptly notify the Division of Banking, Insurance and Financial Regulation of any changes in the information reported on this application.

**PERSON COMPLETING THIS APPLICATION:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

Relationship to Company \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_