

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Copies of the following business entity and Uniform Commercial Code (UCC) forms and documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the State Corporation Commission, Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting the Clerk's Office by telephone at (804) 371-9733 or toll-free in Virginia at (866) 722-2551, or FAX (804) 371-9521. Most of the forms can be downloaded from the Clerk's Office section on the State Corporation Commission's website.

Questions regarding interpretation or implementation of these forms/documents may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Guidance Documents:

For business entity forms, use the following link - <http://www.scc.virginia.gov/clk/formfee.aspx>

For UCC forms, use the following link - <http://www.scc.virginia.gov/clk/uccfile.aspx>

SCC 21.2, Expedited Service Request Form - Business Entity Filing, July 2014, § 12.1-21.2

SCC 21.2, Expedited Service Request Form - Business Entity Filing Instructions, May 1, 2014, § 12.1-21.2

SCC 544, Articles of Incorporation of a Virginia Professional Stock Corporation, revised July 2005, § 13.1-544

SCC 607/807, Guide for Articles of Correction for a Virginia Corporation, revised July 2008, §§ 13.1-607 and 13.1-807

SCC 615/815, Corporate Annual Registration Fee Notice, revised annually, §§ 13.1-615 and 13.1-815

SCC 619, Articles of Incorporation of a Virginia Stock Corporation, revised October 2011, § 13.1-619

SCC 631/830, Application for Reservation or for Renewal of Reservation of a Corporate Name, revised March 2008, §§ 13.1-631 and 13.1-830

SCC 632/831, Application for Registration or for Renewal of Registration of Corporate Name (foreign corporations), revised July 2005, §§ 13.1-632 and 13.1-831

SCC 635/834, Statement of Change of Registered Office and/or Registered Agent of a Corporation, revised July 2010, §§ 13.1-635, 13.1-764, 13.1-834 and 13.1-926

SCC 636/835, Statement of Resignation of Registered Agent of a Corporation, revised July 2010, §§ 13.1-636, 13.1-765, 13.1-835 and 13.1-927

SCC 710, Guide for Articles of Amendment - Virginia Stock Corporation, revised April 2008, § 13.1-710

SCC 710N, Articles of Amendment - Changing the Name of a Virginia Stock Corporation By Unanimous Consent of the Shareholders, revised July 2007, § 13.1-710

SCC 711, Guide for Articles of Restatement of a Virginia Stock Corporation, revised April 2008, § 13.1-711

SCC 720, Guide for Articles of Merger of a Virginia Stock Corporation, revised July 2009, § 13.1-720

SCC 722.4, Guide for Articles of Domestication (foreign stock corporation intending to become a Virginia stock corporation), revised April 2008, § 13.1-722.4

SCC 722.5, Guide for Articles of Incorporation Surrender (Virginia stock corporation to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-722.5

SCC 722.12 - CORP, Guide for Articles of Entity Conversion (Virginia limited liability company converting to a Virginia stock corporation), revised April 2008, § 13.1-722.12

SCC 722.12 - LLC, Guide for Articles of Entity Conversion (Virginia stock corporation converting to a Virginia limited liability company), revised April 2008, § 13.1-722.12

SCC 743, Articles of Dissolution (Virginia stock corporation), revised July 2007, § 13.1-743

SCC 744, Articles of Revocation of Dissolution (Virginia stock corporation), revised July 2007, § 13.1-744

SCC 750, Articles of Termination of Corporate Existence (Virginia stock corporation), revised July 2007, § 13.1-750

SCC 751, Articles of Termination of Corporate Existence (by the initial directors or the incorporators of a Virginia stock corporation), revised July 2007, § 13.1-751

SCC 754P, Reinstatement Requirements Packet, §§ 13.1-754, 13.1-769.1, 13.1-916 and 13.1-931.1

SCC 759/921, Application for a Certificate of Authority to Transact Business in Virginia, revised August 2013, §§ 13.1-759 and 13.1-921

SCC 760/922, Application for an Amended Certificate of Authority to Transact Business in Virginia, revised July 2007, §§ 13.1-760 and 13.1-922

SCC 767/929, Application for a Certificate of Withdrawal of a Foreign Corporation Authorized to Transact Business in Virginia, revised July 2012, §§ 13.1-767 and 13.1-929

SCC 819, Articles of Incorporation of a Virginia Nonstock Corporation, revised June 2014, § 13.1-819

SCC 888, Guide for Articles of Amendment - Nonstock Corporation, revised September 2011, § 13.1-888

SCC 888N, Articles of Amendment - Changing the Name of a Virginia Nonstock Corporation by Unanimous Consent of the Members or by the Directors without Member Action, revised July 2007, § 13.1-888

SCC 889, Guide for Articles of Restatement of a Virginia Nonstock Corporation, revised April 2008, § 13.1-889

SCC 896, Guide for Articles of Merger of a Virginia Nonstock Corporation, revised July 2009, § 13.1-896

SCC 898.4, Guide for Articles of Domestication (foreign nonstock corporation intending to become a Virginia nonstock corporation), revised April 2008, § 13.1-898.4

SCC 898.5, Guide for Articles of Incorporation Surrender (Virginia nonstock corporation to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-898.5

SCC 904, Articles of Dissolution (Virginia nonstock corporation), revised July 2007, § 13.1-904

SCC 905, Articles of Revocation of Dissolution (Virginia nonstock corporation), revised July 2007, § 13.1-905

SCC 912, Articles of Termination of Corporate Existence (Virginia nonstock corporation), revised July 2007, § 13.1-912

SCC 913, Articles of Termination of Corporate Existence (By the initial directors or the incorporators of a Virginia nonstock corporation), revised July 2007, § 13.1-913

Corporate Annual Report of Principal Office and Officers/Directors, revised annually, §§ 13.1-775 and 13.1-936

LPA-73.3, Application for Reservation or for Renewal of Reservation of a Limited Partnership Name, revised July 2006, § 50-73.3

LPA-73.5, Statement of Change of Registered Office and/or Registered Agent of a Limited Partnership, revised July 2010, § 50-73.5

LPA-73.6, Statement of Resignation of Registered Agent of a Limited Partnership, revised July 2010, § 50-73.6

LPA-73.11, Certificate of Limited Partnership, revised July 2010, § 50-73.11

LPA-73.11:3, Certificate of Limited Partnership of a Domestic or Foreign Partnership Converting to a Virginia Limited Partnership, revised July 2010, § 50-73.11:3

LPA-73.12, Certificate of Amendment of a Certificate of Limited Partnership, revised July 2013, § 50-73.12

LPA-73.52:4, Certificate of Cancellation of a Virginia Limited Partnership, revised July 2010, § 50-73.52:4

LPA-73.52:7P, Reinstatement Requirements Packet, §§ 50-73.52:7, 50-73.58:3

LPA-73.54, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Partnership, revised July 2010, § 50-73.54

LPA-73.57, Amended Application for Registration as a Foreign Limited Partnership, revised July 2010, § 50-73.57

LPA-73.58, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Partnership, revised July 2013, § 50-73.58

LPA-73.67, Limited Partnership - Annual Registration Fee Assessment Notice, revised annually, § 50-73.67

LPA-73.77, Amended and Restated Certificate of Limited Partnership, revised July 2010, § 50-73.77

LLC-1010.1, Articles of Organization for Conversion of a Domestic or Foreign Partnership or Limited Partnership to a Limited Liability Company, revised July 2013, § 13.1-1010.1

LLC-1011, Articles of Organization of a Virginia Limited Liability Company, revised October 2011, § 13.1-1011

LLC-1011.1, Guide for Articles of Correction to the Articles of Organization of a Domestic Limited Liability Company, revised February 2013, § 13.1-1011.1

LLC-1013, Application for Reservation or for Renewal of Reservation of a Limited Liability Company Name, revised July 2006, § 13.1-1013

LLC-1014, Guide for Articles of Amendment - Virginia Limited Liability Company, revised April 2010, § 13.1-1014

LLC-1014N, Articles of Amendment - Changing the Name of a Virginia Limited Liability Company - By the Members, April 2010, § 13.1-1014

LLC-1014.1, Guide for Articles of Restatement of the Articles of Organization of a Virginia Limited Liability Company, revised April 2010, § 13.1-1014.1

LLC-1016, Statement of Change of Registered Office and/or Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1016

LLC-1017, Statement of Resignation of Registered Agent of a Limited Liability Company, revised July 2010, § 13.1-1017

LLC-1018.1, Statement of Change of the Principal Office Address of a Limited Liability Company, April 2010, § 13.1-1018.1

LLC-1050, Articles of Cancellation of a Virginia Limited Liability Company, revised July 2013, § 13.1-1050

LLC-1050.4P, Reinstatement Requirements Packet, §§ 13.1-1050.4 and 13.1-1056.3

LLC-1052, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Limited Liability Company, revised July 2013, § 13.1-1052

LLC-1055, Amended Application for Registration as a Foreign Limited Liability Company, revised July 2013, § 13.1-1055

LLC-1056, Certificate of Cancellation of a Certificate of Registration as a Foreign Limited Liability Company, revised July 2013, § 13.1-1056

LLC-1062, Limited Liability Company Annual Registration Fee Assessment Notice, revised annually, § 13.1-1062

LLC-1077, Guide for Articles of Domestication (foreign limited liability company intending to become a Virginia limited liability company), revised April 2008, § 13.1-1077

LLC-1078, Guide for Articles of Organization Surrender (Virginia limited liability company to be domesticated under the laws of another jurisdiction), revised April 2008, § 13.1-1078

LLC-1103, Articles of Organization for a Domestic Professional Limited Liability Company, revised July 2006, § 13.1-1103

UPA-93, Statement of Partnership Authority, revised July 2010, § 50-73.93

UPA-94, Statement of Denial for a Partnership, revised July 2010, § 50-73.94

UPA-115, Statement of Dissociation from a Partnership, revised July 2010, § 50-73.115

UPA-121, Statement of Dissolution of a Partnership, revised July 2010, § 50-73.121

UPA-83D-CANC, Cancellation of Partnership Statement (of any statement filed), revised July 2010, § 50-73.83 D

UPA-83D-AMEND, Amendment to Partnership Statement (of any statement filed), revised July 2010, § 50-73.83 D

UPA-83D-RENEW, Renewal of a Statement of Partnership Authority, revised July 2010, § 50-73.83 D

UPA-132, Statement of Registration as a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.132

UPA-134, Annual Continuation Report of a Virginia or Foreign Registered Limited Liability Partnership, revised annually, § 50-73.134

UPA-134P, Restoration Requirements Packet, § 50-73.134

UPA-135, Certificate of Change of Registered Office and/or Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135

UPA-135-RESIGN, Certificate of Resignation of Registered Agent of a Registered Limited Liability Partnership, revised July 2010, § 50-73.135

UPA-136, Statement of Amendment of a Statement of Registration of a Virginia or Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.136

UPA-137, Statement of Cancellation of a Statement of Registration of a Virginia Registered Limited Liability Partnership, revised July 2010, § 50-73.137

UPA-138, Statement of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.138

UPA-139, Statement of Cancellation of Registration as a Foreign Registered Limited Liability Partnership, revised July 2010, § 50-73.139

BTA 1212, Articles of Trust of a Domestic Business Trust, revised July 2005, § 13.1-1212

BTA 1213, Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1213

BTA 1215, Application for Reservation or for Renewal of Reservation of a Business Trust Name, revised July 2006, § 13.1-1215

BTA 1216, Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1216

BTA 1217, Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust, revised April 2008, § 13.1-1217

BTA 1221, Statement of Change of Registered Office and/or Registered Agent of a Business Trust, revised July 2010, § 13.1-1221

BTA 1222, Statement of Resignation of Registered Agent of a Business Trust, revised July 2010, § 13.1-1222

BTA 1238, Articles of Cancellation of a Virginia Business Trust, revised April 2009, § 13.1-1238

BTA 1239P, Reinstatement Requirements Packet, §§ 13.1-1239 and 13.1-1246.3

BTA 1242, Application for a Certificate of Registration to Transact Business in Virginia as a Foreign Business Trust, revised April 2009, § 13.1-1242

BTA 1245, Amended Application for Registration as a Foreign Business Trust, revised April 2009, § 13.1-1245

BTA 1246, Articles of Cancellation of a Certificate of Registration as a Foreign Business Trust, revised July 2013, § 13.1-1246

BTA 1251, Business Trust Annual Registration Fee Assessment Notice, revised annually, § 13.1-1251

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent, revised October 2014, § 12.1-19.1

SOP-19.1, Service of Process, Notice, Order or Demand on the Clerk of the State Corporation Commission as Statutory Agent Instructions, revised December 3, 2014, § 12.1-19.1

UCC1, UCC Financing Statement, revised April 20, 2011, § 8.9A-509

UCC1Ad, UCC Financing Statement Addendum, revised April 20, 2011, § 8.9A-509

UCC1AP, UCC Financing Statement Additional Party, revised August 22, 2011, § 8.9A-509

UCC3, UCC Financing Statement Amendment, revised April 20, 2011, § 8.9A-512

UCC3Ad, UCC Financing Statement Amendment Addendum, revised April 20, 2011, § 8.9A-512

UCC3AP, UCC Financing Statement Amendment Additional Party, revised August 22, 2011, § 8.9A-512

UCC5, Information Statement, revised July 19, 2012, § 8.9A-518

UCC11, National Information Request, revised July 19, 2012, 5VAC5-30-40

Annual Corporation Requirements, revised March 2008, §§ 13.1-775, 13.1-775.1, 13.1-936 and 13.1-936.1

Charter Fee/Entrance Fee Scheduled for Domestic and Foreign Corporations, revised March 2008, §§ 13.1-615.1, 13.1-616, 13.1-815.1 and 13.1-816

Notice to Virginia Corporations, revised June 2014, § 13.1-601 et seq., § 13.1-801 et seq.

Notice to Foreign Corporations, revised June 2014, § 13.1-757 et seq., § 13.1-919 et seq.

Notice to Virginia Limited Liability Companies, revised March 2013, § 13.1-1000 et seq.

Notice to Foreign Limited Liability Companies, revised March 2013, § 13.1-1051 et seq.

EINFRM, Request for Refund, revised August 2010, §§ 13.1-615, 13.1-815, 13.1-1065, 13.1-1255, 50-73.70 and 50-73.83

Frequently Asked Questions Regarding:

Annual Registration Fees, http://scc.virginia.gov/clk/befaq/an_regfees.aspx

Annual Reports, http://scc.virginia.gov/clk/befaq/an_repts.aspx

Business Entity Names, <http://scc.virginia.gov/clk/befaq/name.aspx>

Fictitious Names, <http://scc.virginia.gov/clk/befaq/fict.aspx>

Foreign Business Entities, <http://scc.virginia.gov/clk/befaq/forinva.aspx>

Registered Agents, <http://scc.virginia.gov/clk/befaq/ra.aspx>

SCC eFile, <http://scc.virginia.gov/clk/befaq/sccefile.aspx>

Virginia Nonstock Corporations, <http://scc.virginia.gov/clk/befaq/vanon.aspx>

Uniform Commercial Code, <http://scc.virginia.gov/clk/uccfaq.aspx>

Division of Communications

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Division of Communications, State Corporation Commission, 9th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained by contacting Ms. Sheryl Ward at the same address, telephone (804) 371-9536, FAX (804) 371-9069, or email sheryl.ward@scc.virginia.gov. Questions regarding interpretation or implementation of these documents may also be directed to Ms. Sheryl Ward. There is no charge for copies of documents. Additional information regarding the Division of Communications may be obtained by visiting <http://www.scc.virginia.gov/puc>.

Guidance Documents:

Virginia Local Telephone Companies Telecommunications "Bill of Rights" adopted by Final Order in Case No. PUC-2003-00110 dated September 30, 2005. <http://www.scc.virginia.gov/puc/bor.aspx>

Letter, Director of Communications, dated November 1, 2006, Concerning and Clarifying the State Corporation Commission's new rules, effective December 1, 2006, on Disconnection of Local Exchange Telephone Service in Virginia for Nonpayment, 20VAC5-413. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated April 19, 2001, Concerning Interconnection Agreements Filed with the SCC. Gives direction on (i) names on agreements, (ii) timely filing of agreements, (iii) notice requirements, and (iv) replacing existing agreements. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated December 16, 2014, Concerning Annual Payphone Service Provider Registration for 2015 including the letter and the forms for the payphone service provider annual registration, 20VAC5-407. Contact the Division of Communications at (804) 371-9420.

Letter, Director of Communications, dated December 16, 2014, Concerning Annual Operator Service Provider Registration for 2015 including the letter and the forms for the operator service provider annual registration, 20VAC5-407. Contact the Division of Communications at (804) 371-9420.

Application for Registration as an Operator Service Provider, December 2013, 20VAC5-407.
<http://scc.virginia.gov/publicforms/149/osp.pdf>

Application for Registration as a Payphone Service Provider, December 2013, 20VAC5-407.
<http://scc.virginia.gov/publicforms/147/psp.pdf>

Letter, Director of Communications, dated March 29, 2006, Concerning Telephone Company Sales and Use Tax Review and Verification. Contact the Division of Communications at (804) 371-9420.

Instructions and Form for Competitive Local Exchange Carrier Performance/Surety Bond.
http://scc.virginia.gov/publicforms/510/bond_blank.doc

Instructions and Forms for June 30th Reporting Requirements for New Entrants and Certain ILECs, 20VAC5-417-60. http://scc.virginia.gov/publicforms/511/630_rep.pdf

Instructions and Forms for December 31st Reporting Requirements for New Entrants and Certain ILECs, 20VAC5-417-60. http://scc.virginia.gov/publicforms/512/1231_rep.pdf

Division of Energy Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the SCC's Division of Energy Regulation, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Contact Kelli Gravely at the same address, telephone number (804) 371-9611, FAX (804) 371-9350, or email kelli.gravely@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to David Roberts, Manager, Consumer Services, at the above address and telephone number.

Guidance Documents:

Memorandum to All Electric Utilities re: Underground electric distribution facilities, July 10, 1970, § 56-265.1 et seq. http://www.scc.virginia.gov/pue/docs/und_dist.pdf

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly <http://www.scc.virginia.gov/pue/docs/tree.pdf>

Guidelines re: application requirements for a certificate of public convenience and necessity for water and sewerage utilities, November 1, 2006, § 56-265.1 et seq.

<http://www.scc.virginia.gov/pue/docs/ws.pdf>

Guidelines of Minimum Requirements for Transmission Line Applications, May 10, 1991, §§ 56-46.1 and 56-265.1 et seq. <http://www.scc.virginia.gov/pue/docs/trans.pdf>

Letter to All Electric and Gas Utilities re: collection of monthly bills (cold weather - termination of service) and filing of complaint procedures, November annually, § 56-247.1

<http://www.scc.virginia.gov/pue/docs/cold.pdf>

Form NMIN, Net Metering Interconnection Notification, July 1, 2014, 20VAC5-315

<http://www.scc.virginia.gov/publicforms/153/notification.pdf>

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-

598 and 56-599 <http://www.scc.virginia.gov/pue/docs/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised September 17, 1998, § 56-248.1

<http://www.scc.virginia.gov/pue/docs/forecast.pdf>

Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Copies may be obtained free of charge by contacting the bureau at the same address, telephone (804) 371-9657, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to E. J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, 8th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Guidance documents and other information are available online at the bureau's website:

<http://www.scc.virginia.gov/bfi/>.

Guidance Documents:

Banking Act

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0202, Investments by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.2-874 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-1187 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0204, Investment in Community Development Corporations, issued September 8, 1988, § 6.2-874 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0205, Securities Rating Services, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0206, Loans in Violation of § 6.2-875, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0207, Obligations Subject to the Limits Specified, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, revised and reissued June 1, 2011, §§ 6.2-875 and 6.2-890 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued June 1, 2011, §§ 6.2-878 and 6.2-879 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, revised and reissued June 1, 2011, § 6.2-875 H of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued June 1, 2011, §§ 6.2-808, 6.2-814 A, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0216, Payment of Dividends, issued March 27, 2012, §§ 6.2-869 and 6.2-708 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Savings Institutions Act

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186 and 6.2-0187 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., revised and reissued June 1, 2011, §§ 6.2-1110 and 6.2-1186 A 22 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, revised and reissued June 1, 2011, § 6.2-1186 A 21 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Credit Union Act

BFI-AL-0401, Investments of Funds by Credit Unions, revised and reissued June 1, 2011, § 6.2-1376 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Consumer Finance Act

BFI-AL-0601, Sales of Automobile Club Memberships, revised and reissued June 1, 2011, § 6.2-1518 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Interest and Usury

BFI-AL-0701, Judgment Rate of Interest, revised and reissued June 1, 2011, § 6.2-302 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued June 1, 2011, § 6.2-327 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, revised and reissued June 1, 2011, §§ 6.2-401, 6.2-403, 6.2-423 and 6.2-1409 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Mortgage Lenders and Brokers

BFI-AL-1601, Mortgage Brokers as Named Payee on Mortgage Loan Notes, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1603, Compensating, or Offering to Compensate, Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1604, Funds Available to Licensed Mortgage Lenders for Business Operation, revised and reissued June 1, 2011, §§ 6.2-1606 and 6.2-1619 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1625 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued June 1, 2011, § 6.2-326 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1616 B 4 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1609, Minimum Mortgage Lender and Broker Surety Bond, revised and reissued June 1, 2011, § 6.2-1604 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, revised and reissued June 1, 2011, §§ 6.2-422 and 6.2-423 of the Code of Virginia
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

BFI-AL-1611, Nontraditional Mortgage Products, revised and reissued June 1, 2011
http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Payday Lenders

BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 6.2-1816 of the Code of Virginia http://www.scc.virginia.gov/bfi/files/admin_lets.pdf

Forms and Instructions:

Banks

Bank Directors Responsibilities, revised October 2010
<http://www.scc.virginia.gov/publicforms/47/bankresp.pdf>

CCB-1117, Bank Directors Responsibilities Certification, revised October 2010
<http://www.scc.virginia.gov/publicforms/46/ccb1117.pdf>

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000
<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1125, Application of a Virginia Bank to Establish a Branch, revised October 2010
<http://www.scc.virginia.gov/publicforms/53/ccb1125.pdf>

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

CCB-1127, Application by a Bank to Engage in the Trust Business Pursuant to Title 6.2, Chapter 8, Article 3 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/66/ccb1127.pdf>

CCB-1128, Application for Approval of Merger Pursuant to Title 6.2 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/56/ccb1128.pdf>

CCB-1129, Application of a Subsidiary Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 3 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/64/ccb1129.pdf>

CCB-1131, Application of an Interim Institution to Begin Business in Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/102/ccb1131.pdf>

CCB-1133, Notice to Establish an EFT Terminal, revised October 2010
<http://www.scc.virginia.gov/publicforms/55/ccb1133.pdf>

CCB-1137, Application for Permission to Acquire Voting Shares of a Virginia Financial Institution Pursuant to § 6.2-704 A of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/57/ccb1137.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1138, Notice of Intent to Acquire a Bank Outside Virginia Pursuant to § 6.2-715 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/61/ccb1138.pdf>

CCB-1139, Application to Acquire a Virginia Bank Holding Company or Virginia Bank Pursuant to Title 6.2, Chapter 7 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/59/ccb1139.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010
<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1144, Application of a Bank Holding Company to Acquire a Federal Savings Institution

Pursuant to § 6.2-1146 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/62/ccb1144.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October

2010 <http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998

<http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-9905, Application to Establish a Trust Office, revised October 2010

<http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

Savings Institutions

Responsibilities of Savings Institutions' Directors, revised September 1991

CCB-1121, Application of a New Bank or a New Savings and Loan Association for a Certificate of Authority to Begin Business in Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/45/ccb1121.pdf>

CCB-1122, Oath of Office for Multiple Directors, revised January 2000

<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000

<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1126, Application to Change the Location of a Main Office or Branch Pursuant to Title 6.2 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/54/ccb1126.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010
<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1146, Application to Convert Pursuant to Title 6.2 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/52/ccb1146.pdf>

CCB-1147, Certification - Interagency Biographical and Financial Report, revised April 1998
<http://www.scc.virginia.gov/publicforms/50/ccb1147.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-2201, Application of a Virginia Savings Institution to Establish a Branch, revised October 2010
<http://www.scc.virginia.gov/publicforms/104/ccb2201.pdf>

CCB-2206, Supplemental Sheet – Application of Savings Institutions for a Certificate of Authority to begin Business, revised March 2008 <http://www.scc.virginia.gov/publicforms/101/ccb2206.pdf>

CCB-2207, Application of a Savings Institution Holding Company for Acquisition of Control Pursuant to § 6.2-1147 of the Code of Virginia and 10VAC5-30-10 et seq., revised October 2010
<http://www.scc.virginia.gov/publicforms/107/ccb2207.pdf>

CCB-2209, Application by an Out-of-State Savings Institution to Transact a Savings Institution Business in Virginia Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/108/ccb2209.pdf>

CCB-2210, Application to Acquire a Virginia Savings Institution Holding Company or Virginia Savings Institution Pursuant to Title 6.2, Chapter 11, Article 5 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/109/ccb2210.pdf>

CCB-2211, Notice of Intent to Acquire a Savings Institution Outside Virginia Pursuant to § 6.2-1160 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/110/ccb2211.pdf>

CCB-2212, Notice of Proposed Change of Location (Within One Mile) of a Main Office or Branch of a Savings Institution, revised October 2010 <http://www.scc.virginia.gov/publicforms/105/ccb2212.pdf>

CCB-2213, Notice of Intent to Establish a Non-Depository Office by a Savings Institution Pursuant to § 6.2-1133 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/106/ccb2213.pdf>

CCB-2215, Application for a Certificate of Authority to Begin Business as a Savings Bank Pursuant to Title 6.2, Chapter 11, Article 2 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/103/ccb2215.pdf>

Credit Unions

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1137A, Consent to Service of Process, revised October 2010
<http://www.scc.virginia.gov/publicforms/58/ccb1137a.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-3302, Application for Permission to Establish and Operate a Credit Union Pursuant to § 6.2-1321 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/80/ccb3302.pdf>

CCB-3304, Consent to Service of Process (Insurer of Shares), revised October 2010
<http://www.scc.virginia.gov/publicforms/82/ccb3304.pdf>

CCB-3305, Application by an Out-of-State Credit Union to Conduct Business as a Credit Union in Virginia Pursuant to § 6.2-1379 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/81/ccb3305.pdf>

CCB-3306, Application for Approval of Merger of Credit Unions Pursuant to § 6.2-1344 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/83/ccb3306.pdf>

CCB-3307, Application of a Credit Union to Establish a Service Facility Pursuant to § 6.2-1326 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/84/ccb3307.pdf>

CCB-3308, Credit Union Request for Field of Membership Expansion, revised October 2010
<http://www.scc.virginia.gov/publicforms/79/ccb3308.pdf>

Consumer Finance Companies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-4401, Annual Report of a Consumer Finance Company, revised November 2013
<http://www.scc.virginia.gov/publicforms/119/ccb4401.pdf>

CCB-4402, Application for a Consumer Finance License Pursuant to Chapter 15 of Title 6.2 of the Code of Virginia, revised May 2013 <http://www.scc.virginia.gov/publicforms/68/ccb4402.pdf>

CCB-4403, Notice to Conduct Consumer Finance Business and Other Business at Same Location, revised October 2010 <http://www.scc.virginia.gov/publicforms/70/ccb4403.pdf>

CCB-4406, Notice of Intent to Change the Location of a Consumer Finance Office, revised October 2010 <http://www.scc.virginia.gov/publicforms/71/ccb4406.pdf>

CCB-4407, Application for an Additional Consumer Finance Office Pursuant to § 6.2-1507 B of the Consumer Finance Act, revised October 2010

<http://www.scc.virginia.gov/publicforms/72/ccb4407.pdf>

CCB-4408, Application for Permission to Acquire Control of a Consumer Finance Licensee Pursuant to § 6.2-1510 of the Code of Virginia, revised October 2010

<http://www.scc.virginia.gov/publicforms/73/ccb4408.pdf>

Money Order Sellers and Money Transmitters

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004

<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-5500, Application for a License to Engage in the Money Transmission and/or Money Order Sales Business Pursuant to Chapter 19 of Title 6.2 of the Code of Virginia, revised June 2014

<http://www.scc.virginia.gov/publicforms/85/ccb5500.pdf>

CCB-5507, Annual Report of Money Transmitters, revised November 2013

<http://www.scc.virginia.gov/publicforms/121/ccb5507.pdf>

CB-5509, Surety Bond for Money Order Sales and Money Transmission, revised October 2010

<http://www.scc.virginia.gov/publicforms/86/ccb5509.pdf>

CCB-5511, Transaction Report of Money Order Sellers and Money Transmitters for the Semi-Annual Period, revised 2011 <http://www.scc.virginia.gov/publicforms/122/ccb5511.pdf>

CCB-5512, Transaction Report of Money Order Sellers and Money Transmitters for the Quarter, revised 2011 <http://www.scc.virginia.gov/publicforms/123/ccb5512.pdf>

CCB-5513, Deposit Agreement under Virginia Code Title 6.2, Chapter 19 (Money Order Sales), revised October 2010 <http://www.scc.virginia.gov/publicforms/87/ccb5513.pdf>

CCB-5514, Application for Permission to Acquire Control of a Money Transmitter Licensee Pursuant to § 6.2-1914 of the Code of Virginia, revised June 2014
<http://www.scc.virginia.gov/publicforms/88/ccb5514.pdf>

Check Cashers

CCB-5510, Check Casher Registration Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/44/ccb5510.pdf>

Payday Lenders

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1143, Limited Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/60/ccb1143.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-5515, Application for a Payday Lender License Pursuant to Chapter 18 of Title 6.2 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/95/ccb5515.pdf>

CCB-5516, Surety Bond Pursuant to § 6.2-1804 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/96/ccb5516.pdf>

CCB-5517, Application for an Additional Office or Relocation of an Existing Office Pursuant to § 6.2-1807 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/97/ccb5517.pdf>

CCB-5518, Application for Permission to Acquire Control of a Payday Lender Licensee Pursuant to § 6.2-1808 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/98/ccb5518.pdf>

CCB-5519, Application to Conduct the Business of Making Payday Loans and Other Business at Same Location, revised October 2010 <http://www.scc.virginia.gov/publicforms/99/ccb5519.pdf>

CCB-5521, Annual Report of Payday Lenders, revised November 2013
<http://www.scc.virginia.gov/publicforms/120/ccb5521.pdf>

CCB-5529, Annual Report of Motor Vehicle Title Lenders, revised November 2013
<http://www.scc.virginia.gov/publicforms/591/ccb5529.pdf>

Industrial Loan Associations

CCB-6602, Annual Report of Industrial Loan Associations, revised November 2013
<http://www.scc.virginia.gov/publicforms/124/ccb6602.pdf>

Credit Counseling Agencies

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012
<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1148, Personal Information and Disclosure Statement for Directors of Credit Counseling Agencies, revised June 2006 <http://www.scc.virginia.gov/publicforms/75/ccb1148.pdf>

CCB-1149, Depository Institution Authorization Form, revised December 2004
<http://www.scc.virginia.gov/publicforms/69/ccb1149.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010
<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-7700, Application to Engage in the Business of a Credit Counseling Agency Pursuant to Chapter 20, Title 6.2 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/74/ccb7700.pdf>

CCB-7702, Application for an Additional Office or the Relocation of an Existing Office Pursuant to § 6.2-2006 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/77/ccb7702.pdf>

CCB-7703, Surety Bond Pursuant to § 6.2-2003 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/76/ccb7703.pdf>

CCB-7704, Application for Permission to Acquire Control of a Credit Counseling Licensee Pursuant to § 6.2-2007 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/78/ccb7704.pdf>

CCB-7705, Semi-Annual Report of Agencies Providing Debt Management Plans, revised November 2014 <http://www.scc.virginia.gov/publicforms/126/ccb7705.pdf>

CCB-7706, Annual Report of Agencies Providing Debt Management Plans, revised November 2013
<http://www.scc.virginia.gov/publicforms/125/ccb7706.pdf>

Mortgage Lenders and Mortgage Brokers

Effective January 3, 2011, mortgage lenders and mortgage brokers licensed pursuant to Chapter 16, Title 6.2 of the Code of Virginia will begin transitioning to the National Mortgage Licensing System (NMLS). Also, applicants for mortgage lender and mortgage broker licenses and for additional offices will be required to apply online through NMLS.

CCB-8805, Annual Report of Mortgage Lenders and Brokers, revised November 2013
<http://www.scc.virginia.gov/publicforms/118/ccb8805.pdf>

CCB-8820, Annual Report of Exempt Mortgage Lenders and Brokers, revised November 2013
<http://www.scc.virginia.gov/publicforms/590/ccb8820.pdf>

Mortgage Loan Originators

CCB-8808, Application for Permission to Acquire Control of a Mortgage Lender/Broker Licensed Pursuant to § 6.2-1608 of the Code of Virginia, revised November 2012

CCB-8812, Criminal History Records Consent and Fingerprinting, revised October 2011

CCB-8813, Surety Bond Pursuant to §§ 6.1-413 and 6.1-431.4 of the Code of Virginia, revised October 2010

CCB-8814, Surety Bond Pursuant to § 6.1-431.4 of the Code of Virginia, revised October 2010

CCB-8815, Employment Verification Form, revised October 2010

CCB-8816, Virginia Mortgage Business Certification Form, revised October 2010

CCB-8817, MLO Personal Financial Report, revised November 2009

MUA, Uniform Individual Mortgage License/Registration and Consent Form, revised April 2012

Trust Companies

CCB-1122, Oath of Office for Multiple Directors, revised January 2000

<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1122A, Oath of Office for Single Director, revised January 2000

<http://www.scc.virginia.gov/publicforms/65/ccb1122.pdf>

CCB-1123, Personal Financial Report and Disclosure Statement, revised September 2012

<http://www.scc.virginia.gov/publicforms/48/ccb1123.pdf>

CCB-1140, Oath of Office of Organizing Directors of Financial Institutions, revised October 2010

<http://www.scc.virginia.gov/publicforms/49/ccb1140.pdf>

CCB-1150, Employment and Business Affiliation Disclosure Form, revised October 2010

<http://www.scc.virginia.gov/publicforms/51/ccb1150.pdf>

CCB-9900, Application of a Trust Company for a Certificate of Authority to Begin Business Pursuant to Title 6.2, Chapter 10, Article 2 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/111/ccb9900.pdf>

CCB-9901, Certificate of a Control Person of a Trust Company Pursuant to § 6.2-1024 of the Code of Virginia, revised October 2010 <http://www.scc.virginia.gov/publicforms/112/ccb9901.pdf>

CCB-9902, Bond for a Trust Company, revised October 2010
<http://www.scc.virginia.gov/publicforms/113/ccb9902.pdf>

CCB-9904, Dual Service Certificate - Affiliated Trust Companies, revised January 2005
<http://www.scc.virginia.gov/publicforms/114/ccb9904.pdf>

CCB-9905, Application to Establish a Trust Office, revised October 2010
<http://www.scc.virginia.gov/publicforms/67/ccb9905.pdf>

CCB-9906, Application for Permission to Acquire Voting Shares of a Trust Company Pursuant to § 6.2-1023 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/116/ccb9906.pdf>

CCB-9907, Application of a Trust Company to Change the Location of a Main Office or Branch Pursuant to § 6.2-1028 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/115/ccb9907.pdf>

CCB-9908, Notice of Intent to Engage in Business as a Private Trust Company, revised October 2010
<http://www.scc.virginia.gov/publicforms/117/ccb9908.pdf>

Settlement Agents

CCB-10001, Settlement Agent Registration Form for a Financial Institution or its Affiliate or Subsidiary Pursuant to Chapter 27.3 of Title 55 of the Code of Virginia, revised October 2010
<http://www.scc.virginia.gov/publicforms/520/ccb10001.pdf>

Publications:

"The Compliance Connection," a newsletter for consumer finance companies, mortgage lenders, mortgage brokers, and industrial loan associations, published quarterly

http://www.scc.virginia.gov/bfi/cc_news.aspx

"The Virginia State Banker," a newsletter for state-chartered banks, published quarterly

http://www.scc.virginia.gov/bfi/sb_news.aspx

"Regulatory Report" (formerly "Payday Pre\$\$," regulatory news for Virginia Payday Lender and Motor Vehicle Title Lender Licensees, published on an as-needed basis

http://www.scc.virginia.gov/bfi/rr_news.aspx

Virginia Mortgage Law and Regulation Overview, revised April 6, 2010

<http://www.scc.virginia.gov/bfi/files/mortguide.pdf>

Bureau of Insurance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission, Bureau of Insurance, Tyler Building, 6th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information call the Bureau of Insurance at (804) 371-9741 or for in-state calls use the toll free number (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Van Tompkins, Special Assistant to the Commissioner of Insurance. Single copies of each document listed may be obtained free of charge by contacting Ms. Tompkins at the Bureau's mailing address, by telephone (804) 371-9694 or by FAX (804) 371-9873. Many of these documents are available online at the bureau's website <http://www.scc.virginia.gov/boi>.

Administrative Letters:

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977

<http://www.scc.virginia.gov/boi/adminlets/77-4.pdf>

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1) <http://www.scc.virginia.gov/boi/adminlets/77-5.pdf>

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1) <http://www.scc.virginia.gov/boi/adminlets/77-6.pdf>

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33) <http://www.scc.virginia.gov/boi/adminlets/77-7.pdf>

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781) <http://www.scc.virginia.gov/boi/adminlets/77-8.pdf>

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6) <http://www.scc.virginia.gov/boi/adminlets/77-9.pdf>

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7) <http://www.scc.virginia.gov/boi/adminlets/77-11.pdf>

Administrative Letter 1977-13, Medical Expense and Loss of Income Coverages, issued July 25, 1977, §§ 38.2-1928 (formerly § 38.1-279.56), 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1) <http://www.scc.virginia.gov/boi/adminlets/77-13.pdf>

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56) <http://www.scc.virginia.gov/boi/adminlets/77-14.pdf>

Administrative Letter 1977-15, Amendment of Section 38.1-348.7 of the Code of Virginia Relating to Coverages for Mental Emotional or Nervous Disorders, Alcoholism and Drug Addiction, issued October 11, 1977, § 38.2-3412 (formerly § 38.1-348.7) <http://www.scc.virginia.gov/boi/adminlets/77-15.pdf>

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978
<http://www.scc.virginia.gov/boi/adminlets/78-2.pdf>

Administrative Letter 1978-4, Implementation of Section 38.1-52.11 of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued May 31, 1978, § 38.2-500 et seq. (formerly § 38.1-49 et seq.) and § 38.2-512 (formerly § 38.1-52.11) <http://www.scc.virginia.gov/boi/adminlets/78-4.pdf>

Administrative Letter 1978-5, (1) Amendment of Sections 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional or Nervous Disorders, Alcohol and Drug Dependence; (2) Enactment of Section 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of Section 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10)
<http://www.scc.virginia.gov/boi/adminlets/78-5.pdf>

Administrative Letter 1978-7, Policy Form Filings (for Maintenance of Mutual Assessment Fire Insurance Company Policy Form Filings), issued June 8, 1978
<http://www.scc.virginia.gov/boi/adminlets/78-7.pdf>

Administrative Letter 1978-8, The Use and Filing of Policy Forms (for Title Insurance Policies and Interim Binders), issued July 31, 1978, § 38.2-1003 (formerly § 38.1-76)
<http://www.scc.virginia.gov/boi/adminlets/78-8.pdf>

Administrative Letter 1978-9, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued August 14, 1978, § 38.2-512 (formerly § 38.1-52 (11))
<http://www.scc.virginia.gov/boi/adminlets/78-9.pdf>

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-381.5) <http://www.scc.virginia.gov/boi/adminlets/78-10.pdf>

Administrative Letter 1978-11, Supplementary Guideline Number One Regarding Implementation of Section 38.1-52 (11) of the Unfair Trade Practices Act Relating to Adverse Underwriting Decisions, issued October 5, 1978, § 38.2-512 (formerly § 38.1-52 (11))

<http://www.scc.virginia.gov/boi/adminlets/78-11.pdf>

Administrative Letter 1978-12, ISO Copyright on Standard Forms, issued October 11, 1978

<http://www.scc.virginia.gov/boi/adminlets/78-12.pdf>

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978

<http://www.scc.virginia.gov/boi/adminlets/78-13.pdf>

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33)

<http://www.scc.virginia.gov/boi/adminlets/79-9.pdf>

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979

<http://www.scc.virginia.gov/boi/adminlets/79-12.pdf>

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident/Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-52 (7) (c)), 38.2-3407 (formerly § 38.1-347.2), 38.2-3408 (formerly § 38.1-347.1), 38.2-3412 (formerly § 38.1-348-7) and 38.2-3541 (formerly § 38.1-348-11) <http://www.scc.virginia.gov/boi/adminlets/79-14.pdf>

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly § 38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly § 46.1-400) <http://www.scc.virginia.gov/boi/adminlets/79-15.pdf>

Administrative Letter 1979-17, Single Interest Coverage, issued June 4, 1979

<http://www.scc.virginia.gov/boi/adminlets/79-17.pdf> Also see [Administrative Order 7245](#)

Administrative Letter 1979-20, Adoption of Actuarial Guidelines by the Bureau of Insurance (for All Foreign Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)) <http://www.scc.virginia.gov/boi/adminlets/79-20.pdf>

Administrative Letter 1979-21, Adoption of Actuarial Guidelines for Domestic Life Insurance Companies by the Bureau of Insurance (for All Domestic Life Insurance Companies Licensed in Virginia), issued August 14, 1979, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456(6)) <http://www.scc.virginia.gov/boi/adminlets/79-21.pdf>

Administrative Letter 1979-22, The Arson Reporting-Immunity Act, issued August 30, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-22.pdf>

Administrative Letter 1979-23, Readability of All Insurance (property and casualty) Policies in Virginia, issued September 27, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-23.pdf>

Administrative Letter 1979-24, Readability of All Insurance (life and health) Policies in Virginia, issued September 27, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-24.pdf>

Administrative Letter 1979-25, Single Interest, issued October 2, 1979 <http://www.scc.virginia.gov/boi/adminlets/79-25.pdf> Also see [Administrative Order 7245](#)

Administrative Letter 1980-1, Adoption of 14VAC5-320 (formerly Insurance Regulation No. 15): "Rules Governing Reserve Standards for Accident and Sickness Insurance Policies," issued January 18, 1980, 14VAC5-320 (formerly Insurance Regulation No. 15) <http://www.scc.virginia.gov/boi/adminlets/80-1.pdf>

Administrative Letter 1980-2, Homeowners Insurance (Offer as an Option a Provision Insuring against Loss Caused or Resulting from Water which Backs up through Sewers or Drains), issued March 31, 1980, § 38.2-2120 (formerly § 38.1-335.2) <http://www.scc.virginia.gov/boi/adminlets/80-2.pdf>

Administrative Letter 1980-5, 1980 Legislation by the General Assembly of Virginia, issued May 9, 1980 <http://www.scc.virginia.gov/boi/adminlets/80-5.pdf>

Administrative Letter 1980-6, Homeowners Insurance (Filing Rate Adjustments for Having Smoke Detectors), issued May 13, 1980 <http://www.scc.virginia.gov/boi/adminlets/80-6.pdf>

Administrative Letter 1980-8, Insurance Regulation No. 13, issued June 16, 1980 (replaced Administrative Letter 1980-4) <http://www.scc.virginia.gov/boi/adminlets/80-8.pdf>

Administrative Letter 1980-12, Assignment of Points - Safe Driver Insurance Plan, issued November 10, 1980, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-2212 (formerly § 38.1-381.5)
<http://www.scc.virginia.gov/boi/adminlets/80-12.pdf>

Administrative Letter 1980-13, Deductibles and Coinsurance Options Required - Accident and Sickness Insurance and Prepaid Hospital, Medical, Surgical, Dental or Optometric Service Plans (Virginia Senate Bill 184-1980), issued November 17, 1980, § 38.2-3417 (formerly § 38.1-348.12)
<http://www.scc.virginia.gov/boi/adminlets/80-13.pdf>

Administrative Letter 1981-2, Deductible and Coinsurance Options, issued March 23, 1981, Repeals § 38.1-348.12 and Enacts § 38.2-3417 (formerly § 38.1-348.12:1)
<http://www.scc.virginia.gov/boi/adminlets/81-2.pdf>

Administrative Letter 1981-3, 1981 Legislation by the General Assembly of Virginia (Pertaining to All Insurance Companies, Fraternal Benefit Societies and Prepaid Health Care Plans Licensed in Virginia), issued May 1, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-3.pdf>

Administrative Letter 1981-4, Virginia Insurance Information and Privacy Protection Act, issued May 13, 1981, §§ 38.2-600 (formerly § 38.1-52.14), 38.2-601 through 38.2-613 (formerly §§ 38.1-57.4 through 38.1-57.16), 38.2-617 (formerly § 38.1-57.24) and 38.2-618 (formerly § 38.1-57.25)
<http://www.scc.virginia.gov/boi/adminlets/81-4.pdf>

Administrative Letter 1981-5, 1981 Legislation - Effective July 1, 1981 (House Bill 1024/Pertaining to the Regulation of Insurance Premium Finance Companies) issued June 5, 1981, §§ 38.2-4700 et seq. (formerly §§ 38.1-735 through 38.1-745) <http://www.scc.virginia.gov/boi/adminlets/81-5.pdf>

Administrative Letter 1981-6, 1981 Legislation - Effective July 1, 1981 (Reimbursement to Members for Expense Incurred for Emergency Road Service or Towing Service), issued June 5, 1981, § 13.1-400.1 <http://www.scc.virginia.gov/boi/adminlets/81-6.pdf>

Administrative Letter 1981-9, Mortgage Guaranty Insurance Policies, issued August 19, 1981
<http://www.scc.virginia.gov/boi/adminlets/81-9.pdf>

Administrative Letter 1981-10, Risk Sharing Arrangements (replacement for Administrative Letter 1980-7), issued August 13, 1981, § 38.2-1314 (formerly § 38.1-173)
<http://www.scc.virginia.gov/boi/adminlets/81-10.pdf>

Administrative Letter 1981-12, Mortgage Guaranty Insurance on Variable Rate Mortgages (clarification of Administrative Letter 1981-9), issued September 11, 1981
<http://www.scc.virginia.gov/boi/adminlets/81-12.pdf>

Administrative Letter 1981-14, Mortgage Guaranty Insurance on Variable Rate Mortgages Allowing Negative Amortization, issued September 30, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-14.pdf>

Administrative Letter 1981-15, Adverse Underwriting Decision Notice, issued October 15, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5) <http://www.scc.virginia.gov/boi/adminlets/81-15.pdf>

Administrative Letter 1981-16, Adverse Underwriting Decision Notice (additional instructions to Administrative Letter 1981-15), issued October 22, 1981, §§ 38.2-608 (formerly § 38.1-57.11), 38.2-610 (formerly § 38.1-57.13), 38.2-2114 (formerly § 38.1-371.2) and 38.2-2212 (formerly § 38.1-381.5) <http://www.scc.virginia.gov/boi/adminlets/81-16.pdf>

Administrative Letter 1981-17, 1981 Legislation by the General Assembly of Virginia, issued November 19, 1981 <http://www.scc.virginia.gov/boi/adminlets/81-17.pdf>

Administrative Letter 1982-2, Credit Life and Health Insurance, issued January 19, 1982, § 38.2-3729 (formerly § 38.1-482.8) <http://www.scc.virginia.gov/boi/adminlets/82-2.pdf>

Administrative Letter 1982-3, 14VAC5-340 (formerly Insurance Regulation No. 17) and the Commissioner's Order Entered May 19, 1981 in Case No. INS800067 - Minimum Standards for Coverage Content of Fire and Homeowner Insurance Policies, issued February 19, 1982, 14VAC5-340 (formerly Insurance Regulation No. 17) <http://www.scc.virginia.gov/boi/adminlets/82-3.pdf>

Administrative Letter 1982-5, 1982 Legislation by the General Assembly of Virginia, issued April 30, 1982 <http://www.scc.virginia.gov/boi/adminlets/82-5.pdf>

Administrative Letter 1982-6, Changes in the Insurance Code of Virginia Regarding Credit Life Insurance and Credit Accident and Sickness Insurance, issued May 6, 1982
<http://www.scc.virginia.gov/boi/adminlets/82-6.pdf>

Administrative Letter 1982-10, Motor Vehicle Service Contracts, issued May 20, 1982, §§ 38.2-124 and 38.2-125 (formerly § 38.1-21) <http://www.scc.virginia.gov/boi/adminlets/82-10.pdf>

Administrative Letter 1982-13, Competitive Pricing Rating Law Chapter 226 (H213), 1982 Acts of Assembly Rate Standards - Motor Vehicle Insurance, issued May 28, 1982, § 38.2-1904 (formerly § 38.1-279.33) <http://www.scc.virginia.gov/boi/adminlets/82-13.pdf>

Administrative Letter 1982-16, Vehicle Service Contract Reimbursement Policies - Contractual Liability Insurance, issued December 21, 1982 <http://www.scc.virginia.gov/boi/adminlets/82-16.pdf>

Administrative Letter 1982-17, Compilation of Experience Sections 38.1-261 and 38.1-279.46, issued December 21, 1982, §§ 38.2-2012 (formerly § 38.1-261) and 38.2-1919 (formerly § 38.1-279.46) <http://www.scc.virginia.gov/boi/adminlets/82-17.pdf>

Administrative Letter 1983-1, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), (formerly Insurance Regulation No. 20, repealed), 14VAC5-120 (formerly Insurance Regulation No. 21), and 14VAC5-130 (formerly Insurance Regulation No. 22), issued March 31, 1983, 14VAC5-110 (formerly Insurance Regulation No. 18), 14VAC5-140 (formerly Insurance Regulation No. 19), 14VAC5-120 (formerly Insurance Regulation No. 21) and 14VAC5-130 (formerly Insurance Regulation No. 22) <http://www.scc.virginia.gov/boi/adminlets/83-1.pdf>

Administrative Letter 1983-2, Bracketed by Duration Credit Accident and Sickness Rates, issued March 31, 1983, § 38.2-3725 (formerly § 38.1-482.7:1 D) <http://www.scc.virginia.gov/boi/adminlets/83-2.pdf>

Administrative Letter 1983-3, 1983 Legislation by the General Assembly of Virginia, issued April 8, 1983 <http://www.scc.virginia.gov/boi/adminlets/83-3.pdf>

Administrative Letter 1983-6, Adoption of New Mortality Tables Under 1982 Amendments to the Standard Nonforfeiture Law: Sections 38.1-456, 38.1-461, 38.1-462 and 38.1-464 through 38.1-467 of

the Code of Virginia, as amended, issued July 28, 1983, §§ 38.2-3130 through 38.2-3142 (formerly § 38.1-456), 38.2-3200 et seq. (formerly §§ 38.1-461, 38.1-462, and 38.1-464 through 38.1-467) <http://www.scc.virginia.gov/boi/adminlets/83-6.pdf>

Administrative Letter 1983-7, Property and Casualty Rule, Rate and Form Filings: Life, Accident and Sickness and All Other Filings Required by Section 38.1-342.1 of the Code of Virginia, issued October 19, 1983, § 38.2-316 (formerly § 38.1-342.1) <http://www.scc.virginia.gov/boi/adminlets/83-7.pdf>

Administrative Letter 1983-12, Manual Rules Which Waive Premium Refunds or Charges, issued December 7, 1983 <http://www.scc.virginia.gov/boi/adminlets/83-12.pdf>

Administrative Letter 1984-1, 1984 Legislation by the General Assembly of Virginia, issued April 27, 1984 <http://www.scc.virginia.gov/boi/adminlets/84-1.pdf>

Administrative Letter 1984-3, Form Approval Requirements as Provided by Section 38.1-342.1 of the Code of Virginia, issued June 18, 1984, § 38.2-316 (formerly § 38.1-342.1) <http://www.scc.virginia.gov/boi/adminlets/84-3.pdf>

Administrative Letter 1984-4, Insurance in Connection with Variable Rate Loans, issued June 20, 1984 (replaced Administrative Letter 1983-11) <http://www.scc.virginia.gov/boi/adminlets/84-4.pdf>

Administrative Letter 1984-5, Virginia Insurance Rating Laws (for all companies licensed to write property and casualty insurance in Virginia), issued June 25, 1984, § 38.2-1831 (formerly § 38.1-327.43) <http://www.scc.virginia.gov/boi/adminlets/84-5.pdf>

Administrative Letter 1984-6, Hospital Billing Procedures Commencing October 1, 1984, issued September 18, 1984 <http://www.scc.virginia.gov/boi/adminlets/84-6.pdf>

Administrative Letter 1985-2, Safe Driver Insurance Plans Section 38.1-279.33(c) of the Code of Virginia, issued January 31, 1985, § 38.2-1904 (formerly § 38.1-279.33 (c)) <http://www.scc.virginia.gov/boi/adminlets/85-2.pdf>

Administrative Letter 1985-4, Misstatement of Age or Sex Adjustments in Universal Life Insurance Policies, issued February 21, 1985 <http://www.scc.virginia.gov/boi/adminlets/85-4.pdf>

Administrative Letter 1985-6, Copayment Requirements, issued March 1, 1985, § 38.2-4300 (formerly § 38.1-863) <http://www.scc.virginia.gov/boi/adminlets/85-6.pdf>

Administrative Letter 1985-9, Legislation Enacted by the 1985 Session of the General Assembly of Virginia, issued April 23, 1985 <http://www.scc.virginia.gov/boi/adminlets/85-9.pdf>

Administrative Letter 1985-11, "Refer to Company" Designations, issued May 30, 1985, § 38.2-1906 (formerly § 38.1-279.34) <http://www.scc.virginia.gov/boi/adminlets/85-11.pdf>

Administrative Letter 1985-15, New Regulatory Requirements, issued July 22, 1985, §§ 38.2-4902 (formerly § 38.1-957) and 38.2-4905 (formerly § 38.1-960) <http://www.scc.virginia.gov/boi/adminlets/85-15.pdf>

Administrative Letter 1986-5, Prohibition Against Insuring Lives or Persons of Residents of States in Which Insurer Is Not Licensed, issued April 30, 1986, § 38.2-3102 (formerly § 38.1-433) <http://www.scc.virginia.gov/boi/adminlets/86-5.pdf>

Administrative Letter 1986-6, Legislation Enacted by the 1986 Session of the General Assembly of Virginia, issued May 11, 1986 <http://www.scc.virginia.gov/boi/adminlets/86-6.pdf>

Administrative Letter 1986-12, Guidelines for Approval of Copayment Requirements, issued June 20, 1986, §§ 38.2-4300 and 38.2-4302 <http://www.scc.virginia.gov/boi/adminlets/86-12.pdf>

Administrative Letter 1986-13, Requirements for Coverage for Mental Illness and Substance Abuse, issued June 26, 1986, §§ 38.2-3412, 38.2-3413 and 38.2-4300 <http://www.scc.virginia.gov/boi/adminlets/86-13.pdf>

Administrative Letter 1986-14, Senate Bill 250, Recodification of the Insurance Code - Title 38.2, issued July 1, 1986 <http://www.scc.virginia.gov/boi/adminlets/86-14.pdf>

Administrative Letter 1986-16, Administrative Order No. 9177 - Mobile Home Owners Policy - MH(C), Virginia Amendatory Endorsement - MH(C)-1, issued July 1, 1986, <http://www.scc.virginia.gov/boi/adminlets/86-16.pdf>

Administrative Letter 1986-20, New Regulatory Requirements, revised November 10, 1986, § 38.2-4904.1 <http://www.scc.virginia.gov/boi/adminlets/86-20.pdf>

Administrative Letter 1986-22, 1980 Smoker/Nonsmoker Mortality Tables for Use in Determining Minimum Reserve Liabilities and Nonforfeiture Benefits, issued December 18, 1986, §§ 38.2-3130.1 and 38.2-316 <http://www.scc.virginia.gov/boi/adminlets/86-22.pdf>

Administrative Letter 1987-2, § 55-210.4:01 of the Code of Virginia - Unclaimed Property - Change of Beneficiary Forms, issued March 3, 1987, § 55-210.4:01 <http://www.scc.virginia.gov/boi/adminlets/87-2.pdf>

Administrative Letter 1987-3, Chapter 12 of Title 37.1 of the Code of Virginia - Disclosure of Patient Information to Third Party Payors by Professionals, issued March 9, 1987, §§ 37.1-225 et seq. and 38.2-600 et seq. <http://www.scc.virginia.gov/boi/adminlets/87-3.pdf>

Administrative Letter 1987-4, Appointment of the Clerk of the Commission as Agent for Service of Process, issued March 13, 1987, § 38.2-1216 <http://www.scc.virginia.gov/boi/adminlets/87-4.pdf>

Administrative Letter 1987-7, Legislation Enacted by the 1987 Session of the General Assembly of Virginia, issued April 30, 1987 <http://www.scc.virginia.gov/boi/adminlets/87-7.pdf>

Administrative Letter 1987-9, Report of Acts Deemed Larceny, issued May 22, 1987, §§ 38.2-1810 and 18.2-111 <http://www.scc.virginia.gov/boi/adminlets/87-9.pdf>

Administrative Letter 1987-15, 14VAC5-210 (formerly Insurance Regulation No. 28), issued October 7, 1987, § 38.2-4311 and 14VAC5-210 (formerly Insurance Regulation No. 28) <http://www.scc.virginia.gov/boi/adminlets/87-15.pdf>

Administrative Letter 1988-4, Withdrawal of Administrative Letter 1983-5 dated June 1, 1983, and Amendments to Administrative Letter 1983-5 dated August 22, 1983, issued March 15, 1988 <http://www.scc.virginia.gov/boi/adminlets/88-4.pdf>

Administrative Letter 1988-6, Legislation Enacted by the 1988 Session of the General Assembly of Virginia, issued May 25, 1988 <http://www.scc.virginia.gov/boi/adminlets/88-6.pdf>

Administrative Letter 1988-9, Implementation of 14VAC5-210 (formerly Insurance Regulation No. 28) - Reporting Dates, issued June 1, 1988, 14VAC5-210 (formerly Insurance Regulation No. 28) <http://www.scc.virginia.gov/boi/adminlets/88-9.pdf>

Administrative Letter 1988-11, Administrative Letter 1988-10 (rescinds the application of Administrative Letter 1988-10), issued June 30, 1988, § 38.2-305
<http://www.scc.virginia.gov/boi/adminlets/88-11.pdf>

Administrative Letter 1988-12, Withdrawal of Administrative Letter 1987-8, issued August 9, 1988, §§ 38.2-136 and 38.2-513 <http://www.scc.virginia.gov/boi/adminlets/88-12.pdf>

Administrative Letter 1988-13, Copayments for Inpatient Mental and Nervous Disorders, issued August 4, 1988 <http://www.scc.virginia.gov/boi/adminlets/88-13.pdf>

Administrative Letter 1988-14, Adoption of New Mortality Tables Pursuant to the 1982 Amendments to the Standard Nonforfeiture Law - Section 38.2-3209 K of the Code of Virginia, as amended, issued August 5, 1988, § 38.2-3209 K <http://www.scc.virginia.gov/boi/adminlets/88-14.pdf>

Administrative Letter 1989-7, Legislation Enacted by the 1989 Session of the General Assembly of Virginia, issued June 23, 1989 <http://www.scc.virginia.gov/boi/adminlets/89-7.pdf>

Administrative Letter 1989-9, Approval of Living Benefit Provisions Attached to or Included in Life Insurance Policies, issued May 25, 1989, §§ 38.2-102 and 38.2-3503
<http://www.scc.virginia.gov/boi/adminlets/89-9.pdf>

Administrative Letter 1989-12, Long-Term Care Insurance Consumer's Guide, issued October 27, 1989, § 38.2-5207 <http://www.scc.virginia.gov/boi/adminlets/89-12.pdf>

Administrative Letter 1989-14, Accelerated Approval Procedure for Medicare Supplement Forms and Rates Filings, issued December 21, 1989 <http://www.scc.virginia.gov/boi/adminlets/89-14.pdf>

Administrative Letter 1990-7, Legislation Enacted by the 1990 Session of the General Assembly of Virginia, issued June 15, 1990 <http://www.scc.virginia.gov/boi/adminlets/90-7.pdf>

Administrative Letter 1990-9, Point Assignment under a Safe Driver Insurance Plan, issued July 13, 1990, § 38.2-1905 <http://www.scc.virginia.gov/boi/adminlets/90-9.pdf>

Administrative Letter 1990-12, Senate Bill 131 - Coverage for Child Health Supervision Services, issued September 11, 1990, § 38.2-3411.1 <http://www.scc.virginia.gov/boi/adminlets/90-12.pdf>

Administrative Letter 1990-13, Annual Statement Filing by Certain Insurers in Machine-Readable Format: Diskettes Required, issued October 12, 1990, § 38.2-1300
<http://www.scc.virginia.gov/boi/adminlets/90-13.pdf>

Administrative Letter 1990-14, Clarification of Virginia Insurance Code Section 38.2-4904 - Annual Disclosure Statements, issued August 17, 1990, § 38.2-4904
<http://www.scc.virginia.gov/boi/adminlets/90-14.pdf>

Administrative Letter 1990-15, Allocation of Group Premiums for Multijurisdictional Health Maintenance Organizations, issued October 1, 1990, § 38.2-400
<http://www.scc.virginia.gov/boi/adminlets/90-15.pdf>

Administrative Letter 1990-17, Foreign and Alien Life Insurer's Reserve Valuation Certificate Requirements, issued October 12, 1990, §§ 38.2-3127 and 38.2-3143
<http://www.scc.virginia.gov/boi/adminlets/90-17.pdf>

Administrative Letter 1990-18, Underwriting Military Personnel, issued October 10, 1990
<http://www.scc.virginia.gov/boi/adminlets/90-18.pdf>

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Understanding Your Insurance Policy, http://www.scc.virginia.gov/boi/pubs/naic_und_pley.pdf

Virginia Health Insurance Guide for Consumers, revised September 2014,
http://www.scc.virginia.gov/boi/pubs/conshealth_14.pdf

Virginia Medigap Policies Premium Guide, revised May 2012,
http://www.scc.virginia.gov/boi/pubs/medsup_txt.pdf

Virginia Medigap Premium Charts, updated quarterly,
http://www.scc.virginia.gov/boi/pubs/medsup_cht.pdf

Virginia Life Insurance Consumer's Guide, revised September 2013,
<http://www.scc.virginia.gov/boi/pubs/lifeguide.pdf>

Virginia Insurance Counseling and Assistance Program,
<http://www.scc.virginia.gov/boi/cons/sr/vicap.aspx>

What to Do if a Health Insurance Company Denies Your Claim,
http://www.scc.virginia.gov/boi/pubs/naic_deny.pdf

Property and Casualty Consumer Guides:

Auto Insurance Consumer's Guide, revised 2011, <http://www.scc.virginia.gov/boi/pubs/autoguide.pdf>

Seguro de Automoviles, Guia para el Consumidor, revised 2006,
http://www.scc.virginia.gov/boi/pubs/auto_espanol.pdf

Auto Insurance Sample Premium Tables, revised 2014/15,
http://www.scc.virginia.gov/boi/pubs/auto_sampprem.pdf

Consumer Assistance and Outreach Services, revised 2013,
<http://www.scc.virginia.gov/boi/pubs/outreach.pdf>

Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, revised 2006,
<http://www.scc.virginia.gov/boi/pubs/creditscor.pdf>

Homeowners Insurance Consumer's Guide, revised 2011,
<http://www.scc.virginia.gov/boi/pubs/hoguide.pdf>

Seguro para Propietarios de Viviendas - Guia para el Consumidor, revised 2006
http://www.scc.virginia.gov/boi/pubs/home_espanol.pdf

Homeowners Insurance Sample Premium Tables, revised 2014/15,
http://www.scc.virginia.gov/boi/pubs/ho_sampprem.pdf

Renters Insurance Consumer's Guide, revised 2005 http://www.scc.virginia.gov/boi/pubs/va_rent.pdf

Seguro para Inquilinos, Guia del Cosumidor, 2006,
http://www.scc.virginia.gov/boi/pubs/va_inquilar.pdf

State Corporation Commission Bureau of Insurance Consumer Complaint Form,
http://www.scc.virginia.gov/publicforms/263/pc_fill.pdf

Teenager's Guide to Auto Insurance, revised 2006,
http://www.scc.virginia.gov/boi/pubs/auto_teen.pdf

Title Insurance Consumer's Guide, 2009, <http://www.scc.virginia.gov/boi/pubs/titleguide.pdf>

Virginia Commercial Insurance Consumer's Guide, revised 2012,
<http://www.scc.virginia.gov/boi/pubs/commguide.pdf>

When a Disaster Strikes: What to do after an Insured Commercial Property Loss, revised 2012,
http://www.scc.virginia.gov/boi/pubs/comm_dis.pdf

When a Disaster Strikes: What to do after an Insured Homeowners Loss, revised 2012,
http://www.scc.virginia.gov/boi/pubs/ho_dis.pdf

Forms and Guides Respecting Licensing of Individuals and Agencies:

Form 3001, Application for Individual Insurance License, March 2014,

<http://scc.virginia.gov/PublicForms/550/3001.pdf>

Form 4052, Application for Business Entity Insurance License, March 2014,

<http://scc.virginia.gov/PublicForms/580/4052.pdf>

Form 4151, Appointment Form, February 2012, <http://scc.virginia.gov/PublicForms/581/4151.pdf>

Form 4921, Appointment Cancellation Form, February 2012,

<http://scc.virginia.gov/PublicForms/582/4921.pdf>

Form 5001, Service Request Form, May 2014, <http://scc.virginia.gov/PublicForms/584/5001.pdf>

Licensing Requirements for Corporations, Limited Liability Companies and Partnerships, November 2011 http://scc.virginia.gov/boi/pro/files/entity_req.pdf

Insurance Consultant Licensing and Renewal Procedures, May 2013,

<http://scc.virginia.gov/boi/pro/files/consult.pdf>

Nonresident Licensing Procedures, July 2013, <http://scc.virginia.gov/boi/pro/files/nonres.pdf>

Surplus Lines Broker Licensing and Renewal Procedures, November 2014,

http://scc.virginia.gov/boi/pro/files/slb_lic.pdf

Viatical Settlement Broker Licensing and Renewal Procedures, September 2012,

<http://scc.virginia.gov/boi/pro/files/viatical.pdf>

Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, March 2014,

<http://scc.virginia.gov/PublicForms/550/3001.pdf>

Form 4052, Application for Business Entity Insurance License, March 2014,

<http://scc.virginia.gov/PublicForms/580/4052.pdf>

Form SLB-2, Bond for Surplus Lines Broker, January 2004,

<http://scc.virginia.gov/PublicForms/583/slb-2.pdf>

Form SLB-8, Annual Assessment Report, revised 2013 <http://www.scc.virginia.gov/boi/pro/slb.aspx>

Form SLB-9, Notice of Insured, effective September 1996

<http://www.scc.virginia.gov/boi/pro/slb.aspx>

Forms and Guides Respecting Licensing of Public Adjusters (Individuals and Agencies):

Public Adjuster Licensing, Renewal and Continuing Education Guide, May 2014,

http://www.scc.virginia.gov/boi/pro/files/adj_guide.pdf

Form PA-2, Bond for Public Adjusters, July 2014,

<http://www.scc.virginia.gov/publicforms/603/pa2bond.pdf>

Division of Securities and Retail Franchising

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission's Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street, Richmond, VA. Copies may be obtained free of charge by contacting Kathy O'Sullivan at the same address, telephone number (804) 371-9784 or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Questions regarding interpretation or implementation of these documents may be directed to Amanda Blanks, Investor Education Coordinator, at the same address, telephone number (804) 371-9088, or FAX (804) 371-9911. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

Capital Formation Alternatives for Small Business in Virginia, October 2013

www.scc.virginia.gov/srf/bus/smbusalt.aspx

NASAA Statements of Policy, July 2009 (Virginia Securities Act, 21VAC5-30-80)

<http://law.lis.virginia.gov/admincode/title21/agency5/chapter30/section80>

Investor Education Publications

Securities Consumer's Guide, March 2001 (Virginia Securities Act)

<http://www.scc.virginia.gov/srf/cons/files/secbook.pdf>

Securities Complaint Form, June 2003 (Virginia Securities Act)

<http://www.scc.virginia.gov/publicforms/266/complnt.pdf>

Virginia Securities Act Forms

Broker-Dealer:

Uniform Application for Broker-Dealer Registration (Form # BD), revised January 2008

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Broker-Dealer's Surety Bond (Form # S.A. 11), July 1999

<http://www.scc.virginia.gov/publicforms/269/sa11.pdf>

Application for Renewal of a Broker-Dealer's Registration (Form # S.A. 2), July 1999

<http://www.scc.virginia.gov/publicforms/270/sa2.pdf>

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form # BDW),
January 2008 <http://www.scc.virginia.gov/srf/bus/forms.aspx>

Broker-Dealer Agent:

Application for Renewal of Registration as an Agent of an Issuer (Form # S.D. 4), 1997

<http://www.scc.virginia.gov/publicforms/271/sd4.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form # S.D. 4 A), 1974

<http://www.scc.virginia.gov/publicforms/272/sd4a.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with no Disciplinary History (Form #
S.D. 4 B), 1974 <http://www.scc.virginia.gov/publicforms/273/sd4b.pdf>

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with Disciplinary History (Form # S.D. 4
C), 1974 <http://www.scc.virginia.gov/publicforms/274/sd4c.pdf>

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), May 2009

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form # U-5), May 2009

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Agent Multiple Employment Agreement (Form # S.A. 16), July 2007

<http://www.scc.virginia.gov/publicforms/276/scoraff.pdf>

Affidavit Regarding SCOR Offering (Form # Aff), July 1999

<http://www.scc.virginia.gov/publicforms/275/scoraff.pdf>

Investment Advisor:

Uniform Application for Registration of Investment Advisors (Form # ADV), July 2010

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

IA Surety Bond Form (Form # IA-sure), July 1999

<http://www.scc.virginia.gov/publicforms/277/iasb.pdf>

Notice of Withdrawal from Registration as Investment Advisor (Form # ADV-W), October 2003

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor Representative:

Uniform Application for Securities Industry Registration or Transfer (Form # U-4), May 2009

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Uniform Termination Notice for Securities Industry Registration (Form # U-5), May 2009

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Investment Advisor Representative Multiple Employment Agreement (Form # S.A. 15), July 2007

<http://www.scc.virginia.gov/publicforms/279/sa15.pdf>

Affidavit for Waiver of Examination (Form # S.A. 3), July 1999

<http://www.scc.virginia.gov/publicforms/278/sa3.pdf>

Securities Registration:

Uniform Application to Register Securities (Form # U-1), July 1981

<http://www.scc.virginia.gov/publicforms/280/u1.pdf>

Uniform Consent to Service of Process (Form # U-2), July 1981

<http://www.scc.virginia.gov/publicforms/281/u2.pdf>

Uniform Form of Corporate Resolution (Form # U-2a), July 1999

<http://www.scc.virginia.gov/publicforms/282/u2a.pdf>

Small Company Offering Registration – SCOR (Form # U-7), September 1999

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Registration by Notification - Original Issue (Form # S.A. 4), November 1996

<http://www.scc.virginia.gov/publicforms/283/sa4.pdf>

Registration by Notification - Non-Issuer Distribution (Form # S.A. 5), November 1996

<http://www.scc.virginia.gov/publicforms/284/sa5.pdf>

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form # S.A. 6), 1989 <http://www.scc.virginia.gov/publicforms/285/sa6.pdf>

Registration by Qualification (Form # S.A. 8), July 1991

<http://www.scc.virginia.gov/publicforms/286/sa8.pdf>

Escrow Agreement (Form # S.A. 12), 1971 <http://www.scc.virginia.gov/publicforms/287/sa12.pdf>

Impounding Agreement (Form # S.A. 13), July 1999

<http://www.scc.virginia.gov/publicforms/288/sa13.pdf>

Notice of Limited Offering of Securities (Form # VA-1), November 1996

<http://www.scc.virginia.gov/publicforms/289/val.pdf>

Uniform Investment Company Notice Filing (Form # NF), April 1997

<http://www.scc.virginia.gov/publicforms/290/nf.pdf>

Notice of Exempt Offering of Securities (Form # SEC Form D), revised September 2013

<http://www.scc.virginia.gov/srf/bus/forms.aspx>

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form # Model Form), July 1999 <http://www.scc.virginia.gov/publicforms/291/model.pdf>

Application for Coordinated State Review - CR (Form # CR-Equity-1), August 2003
http://www.scc.virginia.gov/publicforms/292/cr_equity1.pdf

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form # CR-SCOR Mid-Atlantic), May 2002 http://www.scc.virginia.gov/publicforms/293/cr_scor.pdf

Virginia Retail Franchising Act Forms

Uniform Franchise Registration Application (Form # A), July 2008
<http://www.scc.virginia.gov/publicforms/294/forma.pdf>

Franchisor's Costs and Sources of Funds (Form # B), July 2008
<http://www.scc.virginia.gov/publicforms/295/formb.pdf>

Uniform Franchise Consent to Service of Process (Form # C), July 2008
<http://www.scc.virginia.gov/publicforms/296/formc.pdf>

Affidavit of Compliance - Franchise Amendment/Renewal (Form # E), July 2008
<http://www.scc.virginia.gov/publicforms/298/forme.pdf>

Guarantee of Performance (Form # F), March 2013
<http://www.scc.virginia.gov/publicforms/299/formf.pdf>

Franchisor's Surety Bond (Form # G), July 1999
<http://www.scc.virginia.gov/publicforms/300/formg.pdf>

Notice of Claim of Exemption (Form # H), July 2008
<http://www.scc.virginia.gov/publicforms/301/formh.pdf>

Escrow Agreement (Form # K), July 2007 <http://www.scc.virginia.gov/publicforms/302/formk.pdf>

Application for Coordinated Review of Franchise Registration (Form # CR-FRAN), June 1999
http://www.scc.virginia.gov/publicforms/303/cr_fran.pdf

Virginia Trademark Act Forms

Application for Registration of a Trademark or Service Mark (Form # TM1), November 2014

<http://www.scc.virginia.gov/publicforms/304/tmapp.pdf>

Application for Renewal Registration of a Trademark or Service Mark (Form # TM2), November

2014 <http://www.scc.virginia.gov/publicforms/305/tm2.pdf>

Certificate of Name Change of an Applicant or Registrant (Form # TM3), November 2014

<http://www.scc.virginia.gov/publicforms/306/tm3.pdf>

Assignment of Trademark or Service Mark Registration (Sample # TM4), November 2014

<http://www.scc.virginia.gov/publicforms/307/tm4.pdf>

Division of Utility and Railroad Safety

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the Commission's Division of Utility and Railroad Safety, 4th Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$.50 a page. To obtain copies, contact Renee Salmon at the same address, telephone number (804) 371-9947, FAX (804) 371-9734, or email renee.salmon@scc.virginia.gov. Some of the documents may be downloaded from the Division website at <http://www.scc.virginia.gov/urs/mutility/pubs.aspx>.

Questions regarding interpretation or implementation of these documents may be directed to James Hotinger, Assistant Director, Division of Utility and Railroad Safety, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9843, FAX (804) 371-9734, or email james.hotinger@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Outreach Documents:

Marking Color Code Card, 2 pages <http://www.scc.virginia.gov/urs/mutility/docs/colorcode.pdf>

Virginia Professional Excavator's Manual, revised April 2014, 90 pages

<http://www.scc.virginia.gov/urs/mutility/docs/exman.pdf>

Virginia Care Brochure: A Guide for Safe Excavation or Demolition, July 2011, 2 pages

<http://www.scc.virginia.gov/urs/mutility/docs/carebroch.pdf>

Virginia Underground Utility Marking Standards, February 2014, 24 pages

http://www.scc.virginia.gov/urs/mutility/docs/va_uums.pdf

Exposing Underground Utility Lines Requirements and Best Practices, August 2005, 11 pages

http://www.scc.virginia.gov/urs/mutility/docs/exp_bp.pdf

Impact Mole Requirements and Best Practices, January 2011, 14 pages

http://www.scc.virginia.gov/urs/mutility/docs/imole_bp.pdf

Trenchless Excavation Requirements and Best Practices, January 2011, 14 pages

<http://www.scc.virginia.gov/urs/mutility/docs/te.pdf>

Plumbers Beware: A Safety Precautions Brochure, July 2007, 2 pages

<http://www.scc.virginia.gov/urs/mutility/docs/plumber.pdf>

Coloring Book for Children: Wally's Digging Adventure, 20 pages

<http://www.scc.virginia.gov/urs/mutility/docs/color.pdf>

For copies of the following DVDs please email: vamageprevention@scc.virginia.gov

Dig with C.A.R.E. Keep Virginia Safe, Training DVD, English and Spanish versions, August 2008

Dig With C.A.R.E. Keep Virginia Safe, Requirements and Best Practices for Trenchless Excavation, Training DVD, English and Spanish versions, January 2011

Wally's Digging Adventure DVD, July 2010. A children's DVD for use in conjunction with the Wally's Digging Adventure Coloring Book for Children.

Advisory Committee Information:

Damage Prevention Advisory Committee Bylaws, July 2009, § 56-265.31 et seq., 5 pages

<http://www.scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La información en Español:

CARE Folleto: Virginia Guía para Excavar o Demoler sin Peligro, May 2007, 2 pages

<http://www.scc.virginia.gov/urs/mutility/docs/folleto.pdf>

Tarjeta de Código de Colores, 2 pages

<http://www.scc.virginia.gov/urs/mutility/docs/colores.pdf>

Division of Utility Accounting and Finance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission's Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Please contact Yolanda Suitte at (804) 371-9700 to make an appointment. Copies may be obtained at the cost of \$.50 a page.

Questions regarding interpretation or implementation of these documents may be directed to Susan Larsen, Director, or Kent Peterson, Kimberly Pate, or Lawrence T. Oliver, Deputy Directors, Division of Utility Accounting and Finance, 1300 East Main Street, 4th Floor, Richmond, VA 23219, telephone (804) 371-9950 or FAX (804) 371-9447. The mailing address is P.O. Box 1197, Richmond, VA 23218. Some of the listed documents may be downloaded from the Division of Public Utility Accounting and Finance section on the State Corporation Commission's website at <http://www.scc.virginia.gov>.

Guidance Documents:

Hard copies are available. Please contact the Division of Utility Accounting and Finance at (804) 371-9950 or by email at accounting@scc.virginia.gov.

Uniform System of Accounts for Telecommunications Companies, Part 32 of Federal Communications Commission Rules and Regulations, revised October 1, 2013 § 56-249

Uniform System of Accounts for Electric Utilities, Part 101 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2014, § 56-249

Uniform System of Accounts for Natural Gas Companies, Part 201 promulgated by the Federal Energy Regulatory Commission, revised April 1, 2014, § 56-249

Uniform System of Accounts for Class A Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 144 pages, § 56-249

Uniform System of Accounts for Class C Water Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 62 pages, § 56-249

Uniform System of Accounts for Class A Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 145 pages, § 56-249

Uniform System of Accounts for Class C Wastewater Utilities, promulgated by the National Association of Regulatory Utility Commissioners, revised 1996, 61 pages, § 56-249

Accounting Requirements for Rural Utilities Service Electric Borrowers, Electric Cooperatives, Part 1767 promulgated by the Department of Agriculture, revised January 1, 2014, § 56-249

Forms for Annual Reports:

Annual Financial and Operating Report for Electric Companies, consisting of the Federal Energy Regulatory Commission Form 1 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Gas Companies, consisting of the Federal Energy Regulatory Commission Form 2 and supplemental schedules, § 56-249. Length of report varies by company

Annual Financial and Operating Report for Telephone Companies, § 56-249. Length of report varies by company - http://www.scc.virginia.gov/uaf/TelephoneRequestForm_resp.aspx

Annual Financial and Operating Report for Class A Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company.

Annual Financial and Operating Report for Class C Water and/or Sewer Companies, National Association of Regulatory Utility Commissioners Form, § 56-249. Length of report varies by company - http://www.scc.virginia.gov/uaf/WaterRequestForm_resp.aspx

Guidelines:

Guidelines on the Recording and Recovery of Regulatory Assets, issued March 29, 1995, 2 pages, § 56-249 <http://www.scc.virginia.gov/uaf/laws.aspx>

Guidelines for Filing Affiliate/Merger Applications (Title 56, Chapter 4, Regulation of Relations with Affiliated Interests; and Title 56, Chapter 5, Utility Transfers Act) as follows:

<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 4 Applications, 6 pages, §§ 56-76 through 56-87

<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Revised Guidelines for Filing Chapter 5 Applications, 3 pages, §§ 56-88 through 56-92

<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Supplemental Guidelines for Filing Chapter 5 Applications under Streamlined Review, 1 page, §§ 56-88 through 56-92 <http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 4 - Transaction Summary - Affiliate Transactions, 7 pages, §§ 56-76 through 56-87

<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Chapter 5 - Transaction Summary – Utilities Transfers Act, 11 pages, §§ 56-88 through 56-92

<http://www.scc.virginia.gov/uaf/ch4ch5.aspx>

Interest Rate to be Paid on Customer Deposits, revised December 8, 2010, 20VAC5-10-20, updated annually – <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Investor-Owned Utilities, revised June 20, 2000, § 56-60 - <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Filing Securities Applications by Electric Cooperative Utilities, revised June 20, 2000, § 56-60 - <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Investor-Owned Utilities, revised June 20, 2000, § 56-56 – <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Instructions for Submitting Annual Financing Plans by Electric Cooperative Utilities, June 20, 2000, § 56-56 - <http://www.scc.virginia.gov/uaf/fileguide.aspx>

Division of Public Service Taxation

Copies of the following documents may be viewed during regular work days from 8 a.m. until 5 p.m. in the Office of the Public Service Taxation Division of the State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained free of charge by contacting Dee Deskins at the same address, telephone (804) 371-9855, FAX (804) 371-9797, or email dee.deskins@scc.virginia.gov. Many of these forms are available on the website at <http://www.scc.virginia.gov/pst>.

Questions regarding interpretation or implementation of these documents may be directed to Dee Deskins, Principal Utility Appraiser, Public Service Taxation Division, State Corporation Commission, Tyler Building, 4th Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9855, (FAX) 804 371-9797, or email dee.deskins@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218.

Guidance Documents:

CCTD-1, State Tax Bills, all updated annually, Chapter 26 of Title 58.1 (Contact the Division of Public Service Taxation at (804) 371-9855)

CCTD-3, Tax Report, Electric Companies, revised December 2013, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/129/etax.pdf>

CCTD-6, Tax Report, Telecommunications Companies, revised December 2013, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/143/teltax.pdf>

CCTD-7, Tax Report, Gas Companies, revised December 2013, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/133/gtax.pdf>

CCTD-8, Tax Report, Water Companies, revised December 2013, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/145/wtax.pdf>

CCTD-9, Report of Certificated Motor Vehicle Carriers for the Assessment of Rolling Stock, revised December 2013, § 58.1-2654 <http://www.scc.virginia.gov/publicforms/137/rolstock.pdf>

CCTD-10, Report for Special Tax on Common Carriers by Motor Vehicle, revised December 2013, § 58.1-2663 <http://www.scc.virginia.gov/publicforms/135/mctax.pdf>

CCTD-11, Report for Special Tax on Virginia Pilots' Association, revised December 2013, § 58.1-2663 <http://www.scc.virginia.gov/publicforms/139/patax.pdf>

CCTD-12, Report of Railroad Companies - Statement of Gross Transportation Receipts, revised December 2013, § 58.1-2663 <http://www.scc.virginia.gov/publicforms/141/rrtax.pdf>

CCTD-ET-1, Declaration of Estimated Gross Receipts Tax, December 2013, §§ 58.1-2640 and 58.1-2647 (Contact the Division of Public Service Taxation at (804) 371-9855)

CCTD-EUCT, Electric Utility Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2901 and 58.1-2902 <http://www.scc.virginia.gov/publicforms/131/emon.pdf>

CCTD-NGCT, Natural Gas Consumption Tax Monthly Report, revised January 2010, §§ 58.1-2905 and 58.1-2906 <http://www.scc.virginia.gov/publicforms/132/gmon.pdf>

Real Estate Transaction Form Purchase/Conveyance, 2013, § 58.1-2628
<http://www.scc.virginia.gov/publicforms/128/restran.pdf>

Motor Vehicle Carriers, Urban-Suburban Statement for Special Tax Exemption, 1963, § 58.1-2660 (Contact the Division of Public Service Taxation at (804) 371-9855)

Application for Registration as a Payphone Service Provider, revised December 2013
<http://www.scc.virginia.gov/publicforms/147/psp.pdf>

Application for Registration as an Operator Service Provider, revised December 2013
<http://www.scc.virginia.gov/publicforms/149/osp.pdf>

SCC Annual Reports

The State Corporation Commission issues an annual report each year that contains the leading matters disposed of by formal orders that year. The annual reports of the commission may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission Clerk's Office, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. Annual Reports for the years 2002 through 2013 are available on the commission website at

http://scc.virginia.gov/comm/an_rept.aspx

Questions regarding interpretation of the annual reports may be directed to Joel H. Peck, Clerk of the Commission, State Corporation Commission, 1st Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9834, toll-free in Virginia (866) 722-2551, or FAX (804) 371-9912. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.