



## VIATICAL SETTLEMENT PROVIDER LICENSE RENEWAL NOTICE

### TO: ALL LICENSED VIATICAL SETTLEMENT PROVIDERS

In accordance with North Carolina General Statute 58-58-210, no person shall act as, offer to act as, or hold himself or herself out as a viatical settlement provider in this State without a valid viatical settlement provider license issued by the Commissioner. Licenses shall be renewed annually. **The license renewal process must be completed by June 1 therefore please submit all required documentation no later than May 1 in order that we may process and renew your license on a timely basis.**

The viatical settlement provider license application and license transmittal forms can be downloaded from the Department's website at: [Viatical Settlement Provider License Instructions](#). These forms are used for both initial licensing and renewal licensing.

Please carefully review your most recent application filed with this office before completing your renewal application and proceed as follows:

1. **If no changes have occurred**, please have the President of your company indicate so in a cover letter to be notarized and attached to the viatical settlement provider license application. Include:

- A letter of good standing or evidence of a current viatical settlement provider license from your domestic state
- Completed [Viatical Settlement Provider License Transmittal](#)
- Completed [Viatical Settlement Provider License Application](#)
- A list of the company's current Officers and Directors, even if there has not been a change from last year.

2. **If changes have occurred** since your company's most recent renewal/anniversary application filing, please have the President of your company outline these changes in a cover letter and include:

- A detailed explanation and any supporting documentation regarding changes in the past year
- Completed [Viatical Settlement Provider License Transmittal](#)
- Completed [Viatical Settlement Provider License Application](#)
- A list of the company's current Officers and Directors, even if there has not been a change from last year. If an Officer or Director is added, a biographical affidavit is required.

**All documentation required for your company's renewal/anniversary must accompany the required nonrefundable \$500 license fee and be submitted to the Life & Health Division.**

If information is filed as CONFIDENTIAL OR TRADE SECRET, please remember to follow the guidelines provided on our website [Instructions for Filing Items Designated Trade Secret](#).

**Also, you are reminded if contract forms, applications, or disclosure statements are revised, they must be filed and approved prior to use.** If you use an application that has been prepared by licensed viatical settlement broker, it is your responsibility to ensure his or her forms have been approved by this Department. If they have not been approved, then the viator must complete your application that has been approved.

Please include the contact person's email address. We maintain a [Viatical Settlement Provider Directory](#) on our website, so please be advised that the contact information you provide (email address, phone) will be published.

Application forms must be emailed to [Lhinbox@ncdoi.gov](mailto:Lhinbox@ncdoi.gov) or uploaded to Citrix ShareFile. Instructions for Citrix ShareFile are located on our website [CITRIX ShareFile](#).

The license fee of \$500 must be mailed to our office with a cover letter, to be properly identified. Our mailing address is:

**US Mail or Overnight Service.**

Life and Health Division  
1201 Mail Service Center  
Raleigh, NC 27699-1201

**Overnight Delivery Only**

Life and Health Division  
325 North Salisbury Street  
Raleigh, NC 27603-1389

If you have questions, please contact, [Rebecca.Hill@ncdoi.gov](mailto:Rebecca.Hill@ncdoi.gov) or 919-807-6060.