



Office of Commissioner of Insurance and Safety Fire

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JOHN F. KING
*Commissioner of Insurance
and Safety Fire*

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West Tower, Suite 702
Atlanta, Georgia 30334

TO: All Vehicle Protection Warrantor Renewal Applicants

RE: Renewal Registration Instructions

Our department implemented a process that allows Limited Risk Entities to file their annual renewal packet electronic ally using our company portal. The company portal is the primary vehicle our department uses to send out information to companies such as directives and bulletins. Also, companies can use the portal to update contact information and many other functions. You have to determine who you want as company portal administrators, please send the information as an email attachment to limitedrisk@oci.ga.gov .

Once we have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal. The information is needed for setting up an account:

- On your company's letterhead
- The name of the licensed company
- The license number of the company
- The name of the administrators, including phone numbers and email addresses
- The letter must be signed by an officer or director

In order to comply with the Official Code of Georgia Annotated, Title 33, Chapter 34A, the application for registration renewal as a Vehicle Protection Warrantor should be completed and returned to this office, along with a copy of the check or money order made payable to the Georgia Insurance Commissioner in the amount of **\$575.00, plus \$5 processing fee**, by **August 1 of every year**. Then send the original check, along with a copy of your cover letter, to the Lock box address listed on our website.

ALL RENEWALS WILL BE FILED ELECTRONICALLY through the company portal under Annual Renewal Packet. For your convenience, all forms may be accessed through the Department's website: oci.ga.gov , choose "Limited Risk" and then choose the category for "Vehicle Protection Warrantors" under "Forms".

In order to maintain and update the registration, this form must be submitted every year. Please download both **GID-007-NT** VPW Annual Renewal and **GID-276-EN** Citizenship Affidavit, along with the verification, to the company portal. If you have any questions, contact the department via email at limitedrisk@oci.ga.gov.

Pursuant to O.C.G.A. 33-34A-4, failure to timely renew could result in the suspension of your ability to transact business in Georgia.