

Section Name	Field Name	Field and/or Section Description
TITLE ACORD 38 VA (2011/05)	Virginia Notice of Information Practices (Privacy)	<p>The title of the form. ACORD 38 VA, Virginia Notice of Information Practices (Privacy), is used with all applications for personal insurance to notify the applicant:</p> <ul style="list-style-type: none"> - that the company shall obtain credit information in connection with the application, - that the insured may request that his/her credit information may be updated, and - that, if the insured questions the accuracy of the credit information, the insurer, upon request, will reevaluate the insured based upon the corrected information from a consumer credit reporting agency. <p>Additionally, the insured is advised that they have the right to request in writing that Extraordinary Life Circumstances be considered with the development of their credit score.</p>
IDENTIFICATION SECTION	Agency Name	Enter text: The full name of the producer/agency.
IDENTIFICATION SECTION	Agency Address	Enter text: The mailing address line one of the producer/agency.
IDENTIFICATION SECTION		Enter text: The mailing address line two of the producer/agency.
IDENTIFICATION SECTION		Enter text: The mailing address city name of the producer/agency.
IDENTIFICATION SECTION		Enter code: The mailing address state or province code of the producer/agency.
IDENTIFICATION SECTION		Enter code: The mailing address postal code of the producer/agency.
IDENTIFICATION SECTION	Contact Name	Enter text: The name of the individual at the producer's establishment that is the primary contact.
IDENTIFICATION SECTION	Phone (A/C, No, Ext)	Enter number: The producer's contact person's phone number. If applicable, include the area code and extension.
IDENTIFICATION SECTION	Fax No. (A/C, No, Ext)	Enter number: The fax number of the producer/agency.
IDENTIFICATION SECTION	E-Mail Address	Enter text: The producer's contact person e-mail address.

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IDENTIFICATION SECTION	Code	Enter code: The identification code assigned to the producer (e.g. agency or brokerage firm) by the insurer.
IDENTIFICATION SECTION	Subcode	Enter code: The identification code assigned by the insurer to the sub-producer (e.g. person) within a producer's office (e.g. agency or brokerage).
IDENTIFICATION SECTION	Agency Customer ID	Enter identifier: The customer's identification number assigned by the producer (e.g. agency or brokerage).
IDENTIFICATION SECTION	Applicant's Name and Mailing Address	Enter text: The named insured(s) as it/they will appear on the policy declarations page.
IDENTIFICATION SECTION		Enter text: The named insured's mailing address line one.
IDENTIFICATION SECTION		Enter text: The named insured's mailing address line two.
IDENTIFICATION SECTION		Enter text: The named insured's mailing address city name.
IDENTIFICATION SECTION		Enter text: The applicant's physical address county name.
IDENTIFICATION SECTION		Enter code: The named insured's mailing address state or province code.
IDENTIFICATION SECTION		Enter code: The named insured's mailing address postal code.
IDENTIFICATION SECTION	Phone (A/C, No)	Enter number: The named insured's primary phone number.
IDENTIFICATION SECTION	Company Name	Enter text: The insurer's full legal company name(s) as found in the file copy of the policy. Use the actual name of the company within the group to which the policy has been issued. This is not the insurer's group name or trade name.
IDENTIFICATION SECTION	NAIC Code	Enter code: The identification code assigned to the insurer by the NAIC.
IDENTIFICATION SECTION	Policy Number	Enter identifier: The identifier assigned by the insurer to the policy, or submission, being referenced exactly as it appears on the policy, including prefix and suffix symbols. If required for self-insurance, the self-insured license or contract number.
IDENTIFICATION SECTION	Account Number	Enter identifier: The account number to be used for billing purposes. This is the billing number assigned by the billing entity. If agency bill, the agency assigns; if direct bill, the insurer assigns. If the account already exists, the agent should provide the previously assigned number.
IDENTIFICATION SECTION	Check box - New	Check the box (if applicable): Indicates the response expected from the company is a new issued policy.

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IDENTIFICATION SECTION	Check box - Renewal	Check the box (if applicable): Indicates the response expected from the company is a renewed policy.
IDENTIFICATION SECTION	Effective Date	Enter date: The effective date of the policy. The date that the terms and conditions of the policy commence.
IDENTIFICATION SECTION	Expiration Date	Enter date: The date on which the terms and conditions of the policy will expire.
APPLICANT / NAMED INSURED SIGNATURE	Applicant / Named Insured Signature	Sign here: Accommodates the signature of the applicant or named insured.
APPLICANT / NAMED INSURED'S SIGNATURE	Date (MM/DD/YYYY)	Enter date: The date the form was signed by the named insured.
APPLICANT / NAMED INSURED SIGNATURE	Applicant / Named Insured Signature	Sign here: Accommodates the signature of the applicant or named insured.
APPLICANT / NAMED INSURED'S SIGNATURE	Date (MM/DD/YYYY)	Enter date: The date the form was signed by the named insured.
APPLICANT / NAMED INSURED SIGNATURE	Applicant / Named Insured Signature	Sign here: Accommodates the signature of the applicant or named insured.
APPLICANT / NAMED INSURED'S SIGNATURE	Date (MM/DD/YYYY)	Enter date: The date the form was signed by the named insured.
APPLICANT / NAMED INSURED SIGNATURE	Applicant / Named Insured Signature	Sign here: Accommodates the signature of the applicant or named insured.
APPLICANT / NAMED INSURED'S SIGNATURE	Date (MM/DD/YYYY)	Enter date: The date the form was signed by the named insured.
IDENTIFICATION SECTION	Agency Customer ID	Enter identifier: The customer's identification number assigned by the producer (e.g. agency or brokerage).
APPLICANT / NAMED INSURED SIGNATURE	Applicant / Named Insured Signature	Sign here: Accommodates the signature of the applicant or named insured.
APPLICANT / NAMED INSURED'S SIGNATURE	Date (MM/DD/YYYY)	Enter date: The date the form was signed by the named insured.
APPLICANT / NAMED INSURED SIGNATURE	Applicant / Named Insured Signature	Sign here: Accommodates the signature of the applicant or named insured.
APPLICANT / NAMED INSURED'S SIGNATURE	Date (MM/DD/YYYY)	Enter date: The date the form was signed by the named insured.
APPLICANT / NAMED INSURED SIGNATURE	Applicant / Named Insured Signature	Sign here: Accommodates the signature of the applicant or named insured.
APPLICANT / NAMED INSURED'S SIGNATURE	Date (MM/DD/YYYY)	Enter date: The date the form was signed by the named insured.

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Edition	Date	The edition identifier of the form including the form number and edition (the date is typically formatted YYYY/MM).