



**OKLAHOMA INSURANCE DEPARTMENT
STATE OF OKLAHOMA**

BULLETIN NO. BB 2016-01

TO: ALL BAIL BONDSMEN LICENSED IN THE STATE OF OKLAHOMA
RE: NAME CHANGE REQUEST
FROM: OKLAHOMA INSURANCE DEPARTMENT
DATE: JANUARY 20, 2016

Each licensee is required to update their name with the Oklahoma Insurance Department within five (5) days after a legal name change. If a marriage license and certificate has been filed with the court the licensee's full legal name is indicated on the marriage license and certificate. According to 43 O.S. § 5(A)(3), which provides that "For each party, the full name by which the party will be known after the marriage, which shall become the full legal name of the party upon the filing of the marriage license and certificate with the court, as required by law."

Pursuant to 59 O.S. §1310(A)(23), a licensee must notify the Commissioner of a change of legal name, residence address, business address, mailing address, email address, or telephone number within five (5) days after a change is made.

Documents accepted as proof of name change:

- **Marriage Certificate**
- **Court Order**
- **Divorce Decree**

Failure to notify the Commissioner of a change may result in administrative action taken against the licensee.

The Name Change Request form is available on our website in the Forms and Information section or by clicking here – [**Name Change Request form.**](#)

QUESTIONS

Questions applicable to this bulletin should be submitted in written form to bail.licensing@oid.ok.gov or Oklahoma Insurance Department, 3625 NW 56th Street, Suite 100, Oklahoma City, OK 73112-4511.

The Oklahoma Insurance Department encourages readers of this bulletin to periodically check the Department's website www.oid.ok.gov or <http://www.bailbonds.oid.ok.gov> for news, updates, bulletins and other relevant material.