

OKLAHOMA INSURANCE DEPARTMENT

FIVE CORPORATE PLAZA
3625 NW 56TH, SUITE 100
OKLAHOMA CITY, OK 73112
WWW.OID.OK.GOV



FINANCIAL DIVISION
PHONE: 405.521.3966
FAX: 405.522.2640

GLEN MULREADY
INSURANCE COMMISSIONER

ADD LINE(S) OF AUTHORITY

To complete this change in the state of Oklahoma, the Company will need to file the following to the Oklahoma Insurance Department:

File Electronically through the [NAIC's Corporate Amendment Portal](#):

- UCAA Form 2C Corporate Amendment Application.
- UCAA Form 3
- Certified State Insurance Department approval authorizing the line(s) of authority of the domicile state Certificate of Authority.
- Certified Certificate of Compliance from the domicile state.
- Certified amended/restated Articles of Incorporation (Fee \$50.00). *If applicable.*
- Certified amended/restated Bylaws (Fee \$50.00). *If applicable.*
- UCAA Form 14 Change of Address/Contact Notification under "Contact Information".
Initial filing required, amendments if applicable.

File by mail to the Oklahoma Insurance Department, Financial Division, 3625 NW 56th St., Ste. 100, Oklahoma City, OK 73112-4511:

- Surrender the current Certificate of Authority for amendment (must be original or the UCAA Form 15 Affidavit of Lost Certificate of Authority) – no fee.
- Fees:** Mail the check with a cover letter and the Certificate of Authority (or Form 15). Checks must be **payable to the OKLAHOMA INSURANCE DEPARTMENT** and arrive with paperwork to assure the payment can be applied properly. **Note: All fees noted above apply unless the retaliatory fee is higher pursuant to Title 36 O.S. § 628.**

File by mail to the Oklahoma Insurance Department, Legal Division, 3625 NW 56th St., Ste. 100, Oklahoma City, OK 73112-4511:

- UCAA Form 12 Consent for Service of Process. *If applicable.* **Mail the Form 12 with a check in the amount of \$10, payable to the Oklahoma Insurance Department.**

Rate and Form Filings (*If applicable*): Please assure rate and form filings have been completed electronically through SERFF if required. Call our Rate & Form Compliance Division at 405-521-3681 should you have any questions regarding rate and form filings, or visit the link below on the Oklahoma Insurance Department's website: http://www.ok.gov/oid/Regulated_Entities/Rate_and_Form_Filing/index.html

Producer Appointments (*If applicable*): Contact our Licensing Division for company appointment information as well as agent and agency licensing at 405-521-3916, or visit the link below on the Oklahoma Insurance Department's website: http://www.ok.gov/oid/Licensing_and_Education/index.html

Processing will begin upon receipt of the required items listed above.