

GOVERNOR  
MARY FALLIN



INSURANCE COMMISSIONER  
JOHN D. DOAK

OKLAHOMA INSURANCE DEPARTMENT  
STATE OF OKLAHOMA

## **NOTICE TO ALL LICENSE HOLDERS**

December 15, 2016

Beginning January 1, 2017 the Oklahoma Insurance Department's Licensing Division will go paperless. All correspondence sent from the Licensing Division will be distributed via email, only. This includes courtesy renewal reminders as well as licenses for resident licensees. All Licensees have an obligation to maintain a current email address with the Oklahoma Insurance Department per [36 O.S. § 1435.8 \(F\)](#) which states:

F. Licensees shall inform by any means acceptable to the Insurance Commissioner of a change of legal name, address, or e-mail address within thirty (30) days of the change to permit the Insurance Commissioner to give proper notice to licensees. A change in legal name or address submitted more than thirty (30) days after the change must include an administrative fee of Fifty Dollars (\$50.00). Failure to provide acceptable notification of a change of legal name or address to the Insurance Commissioner within forty-five (45) days of the date the administrative fee is assessed shall result in penalties pursuant to Section [1435.13](#) of this title.

We ask that all licensees take this time to verify and update all contact information on their licenses. This can be done from our website [www.licensing.oid.ok.gov](http://www.licensing.oid.ok.gov) by clicking the "Update Your License" link. **We ask that all license administrators please forward this memo to licensees within their care to encourage them to update all contact information prior to January 1, 2017.**

This will be the only notification sent to inform of the upcoming change to our process. This notice will be posted on our website.

The Oklahoma Insurance Department has also partnered with SBS Online Services to allow licensees and licensing administrators better access and more control over notifications regarding Oklahoma licenses. SBS Online Services has options that will allow a licensee or license administrator to receive reminders about CE, renewal dates and other changes to their licenses. You can find out more about SBS Online Services from the following website: [SBS Online Services](#) or by calling SBS at **816-783-8990** between the hours of **8 A.M. - 5 P.M. CST**, Monday through Friday (except holidays).

### **Licensing Division**

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