



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**, 400 NE 50th Street Oklahoma City, OK 73105:

- 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**, 400 NE 50th Street Oklahoma City, OK 73105:

- 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.