



## **PRIMARY APPLICATION FOR AN OKLAHOMA DOMESTIC INSURER**

To submit a Primary Application to become licensed as an Oklahoma Domestic Insurer, the Company will need to file the following application with the Oklahoma Insurance Department:

Primary Application Instructions can be found by clicking [HERE](#)  
Oklahoma Statutory and Administrative code can be found by clicking the following links:  
[Statutes - Insurance Code - Title 36](#)  
[Oklahoma Insurance Department Rules - Title 365](#)

**File by mail to the Oklahoma Insurance Department, Financial Division, 400 NE 50<sup>th</sup> St., Oklahoma City, OK 73105:**

- Primary Application:** All [Forms](#) and original supporting documents listed on the [UCAA Form 1P Checklist](#).
  
- Two copies of the Articles of Incorporation for approval.** The Articles of Incorporation must be reviewed and approved by the Insurance Department *prior to* being filed with the Oklahoma Secretary of State. Once approved by the Insurance Department, the Articles will be returned to the applicant to allow for filing with the [Oklahoma Secretary of State](#).
  
- Independent Third Party Background Reports** are required for all officers, directors, and key managerial personnel of the Applicant Company; individuals with a 10 percent (10%) or more beneficial ownership in the Applicant Company; and individuals with a 10 percent (10%) or more beneficial ownership in the Applicant Company's ultimate controlling person. A list of approved vendors can be found on the NAIC website or by clicking [HERE](#). Please note: these reports should be ordered and scheduled to arrive at or near the same time the electronic application is submitted. Current signed and notarized, original biographical affidavits for each background report must be filed with the primary application. Oklahoma has no fingerprint requirements at this time.
  
- Fees:** Due at the same time the primary application is filed to Oklahoma. Review of application \$1,000 + Issuance of Certificate of Authority/Approval \$150 + Agent for Service of Process \$10 = **\$1,160 + total for Charter/Articles/Bylaws due with the application filing** pursuant to [Title 36 O.S. §321](#). Checks must be payable to the **Oklahoma Insurance Department** and arrive with a detailed cover letter to assure the payment will be delivered to the correct Division of the Oklahoma Insurance department and applied properly.

**File Electronically through the [OPTins](#):**

- Anti-Fraud Assessment Fee:** Once your Company has met all the requirements for approval in the state of Oklahoma, you will be notified to pay an Anti-Fraud Assessment Fee of \$750 which is required pursuant to [Title 36 O.S. §362](#).

**Security Deposit:** Pursuant to [Title 36 O.S. §613](#), Oklahoma requires all insurers licensed in Oklahoma to maintain a deposit with the Oklahoma Insurance Department. Please contact [securitydeposit@oid.ok.gov](mailto:securitydeposit@oid.ok.gov) for more information.

**Rate and Form Filings:** Once the application has been approved for licensure in Oklahoma, rate and form filings are to be filed electronically through [SERFF](#). Any questions should be directed to the Rate & Form Compliance Division at 405-522-4608 or by visiting the Oklahoma Insurance Department's website at [Rate and Form Filing Forms](#).

**Producer Appointments:** Once the company is licensed in Oklahoma, submit any agent/agency appointment transactions through one of NIPR's Authorized Business Partners (ABP). Click [HERE](#) for a list or if you have a License Agreement with NIPR you can code your own system to submit these electronic appointment transactions directly to the [NIPR Gateway](#). Contact our Licensing Division for company appointment information as well as agent and agency licensing at 405-521-3916, or visit [Licensing and Education Division of the Oklahoma Insurance Department](#).

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

For questions or more information, contact: Anesia Aguirre at [Anesia.Aguirre@oid.ok.gov](mailto:Anesia.Aguirre@oid.ok.gov) or 405-522-4603.