



FINANCIAL CERTIFICATES - ORDER FORM & INVOICE

OKLAHOMA INSURANCE DEPARTMENT
FINANCIAL DIVISION, 400 NE 50TH OKLAHOMA CITY, OKLAHOMA 73105-1816
FOR QUESTIONS: E-MAIL CINDY.BARNUM@OID.OK.GOV

Please update the columns in **Red** where applicable.

INSURER NAME:			NAIC #:	
ITEM	EFFECTIVE DATE	QTY	FEE each	TOTAL
Certificate of Compliance		0	\$ 5.00	\$ -
Certificate of Authority (Duplicate Copy Only)	Current	0	\$ 5.00	\$ -
Certificate of Security Deposits		0	\$ 5.00	\$ -
Valuation Certificate		0	\$ 5.00	\$ -
Other Certificate (list below):				
		0	\$ 5.00	\$ -
		0	\$ 5.00	\$ -
		0	\$ 5.00	\$ -
			Invoice Total Due:	\$ -

Please check box if Certificates of Compliance or Security Deposit need to be added to current UCAA application.

CONTACT NAME		ORDER DATE	
CONTACT BUSINESS NAME		PURCHASE ORDER #	
MAILING/SHIPPING ADDRESS		CITY, STATE	ZIP CODE
CONTACT PHONE #		CONTACT ALTERNATE PHONE #	
CONTACT E-MAIL ADDRESS			

Please ship documents to the contact listed above.

Or to the following address:

Please call _____ when ready for pick-up.

Please ship documents via the following overnight carrier:

_____ Pre-Paid Account # _____

ALL PAYMENTS NEED TO BE MADE THROUGH OPTins. See instructions below:

OPTINS ELECTRONIC FILING INSTRUCTIONS:

*Register and/or login with OPTins at www.optins.org or by calling 816-783-8990.

NOTE: Registration can take up to two weeks to complete.

*When registration is complete, select the “**Filings**” tab, then “**Create Filing**”, enter the filing **year**, select “**Oklahoma Forms or Fees**” as the state, and choose entity type, select “**Next**”

*Complete each form or upload the required documentation

*Proceed to the payment screen to submit your payment

PLEASE NOTE: *For any Financial Documents requests not included on this order form, please contact our Legal Division at 405-521-2746 or by email at: oidopenrecords@oid.ok.gov*

This form is for certificates only. As stated above, all payments must be made through OPTins. If overnight shipping for FedEx is requested, you will need to indicate your pre-paid shipping account information. If you want to use UPS, you will need to provide a shipping label to Cindy Barnum at the address below. One other option is to pick up your documents at the Oklahoma Insurance Department:

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Questions regarding your order: (405) 521-3966 or Cindy.Barnum@oid.ok.gov