OKLAHOMA INSURANCE DEPARTMENT

400 NE 50th Street
Oklahoma City, OK 73105
405.521.2828
oid.ok.gov

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 Applications/UCAA Changes/Certificate Orders**", 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:

FINANCIAL DIVISION, 400 NE 50TH OKLAHOMA CITY, OKLAHOMA 73105-1816

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