



License Application Checklist

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Surplus Lines Business Entity Renewal License Application Checklist

All Applicants:

- ☐ Non-refundable filing fee of \$100.00. [ORC section 3905.32]
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- ☐ Completed surplus lines business entity application form:
 - Online Application
 - Paper Application (Form INS3272)
- ☐ Name of each employee designated to act as a surplus lines agent for the entity.

Additional Requirements for RESIDENT Applicants:

- ☐ Proof of \$25,000 bond payable to “State of Ohio”. [ORC section 3905.35]
- ☐ Completion of the Ohio Specific Bond form (INS3222).
- ☐ Must have an active Ohio major lines property and casualty license. [ORC section 3905.30(B)]
- ☐ License will not be renewed if the entity is not registered and in good standing with the Ohio Secretary of State. [OAC section 3901-5-09(H)(1)(c)]

Additional Requirements for NONRESIDENT Applicants:

- ☐ Must have an active surplus lines license in home state. [ORC section 3905.30(B)]
- ☐ Must have an active Ohio major lines property and casualty license if the business entity is, or will be, involved in performing the due diligence requirements. [ORC sections 3905.30(B) and 3905.33]
- ☐ Must provide proof of \$25,000 bond payable to “State of Ohio”, only if resident state does not issue Surplus Lines business entity licenses. [ORC section 3905.35]
- ☐ Non-resident business entities should contact the Ohio Secretary of State at 1-877-767-6446 or www.sos.state.oh.us for registration requirements before doing business in Ohio. [OAC section 3901-5-09(I)(5)]

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**