



***Public Insurance Adjuster Business Entity
Renewal License Application Checklist***

All Applicants:

- Non-refundable filing fee of \$50.00.
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed public insurance adjuster entity license renewal/continuation application: [ORC section 3951.06(C)]
 - Online Application
 - Paper Application (Form INS3288)
- Copy of the form that will be used as the contract in Ohio, if different than what is on file with the Department (public insurance adjuster only). [OAC section 3901-1-24(D)]
- List of owners, partners, officer and directors, members, or managers.
- Name of each employee designated to act as a public insurance adjuster or public insurance adjuster agent for the entity.
- Proof of bond in the amount of at least \$1,000 payable to the “State of Ohio”. [ORC section 3951.06(D)]
- Completion of the Ohio specific bond form and notary section of the application or the electronic business entity public insurance adjuster supplement form (INS3217). [ORC section 3951.03(E)]

Additional Requirements for RESIDENT Applicants:

- Resident business entity licenses will not be renewed if the entity is not registered and in good standing with the Ohio Secretary of State. Contact the Ohio Secretary of State at (877) 767-6446 or www.sos.state.oh.us for registration requirements. [OAC sections 3901-5-09(H)(1)(c) and 3901-5-09(I)(5)]

Additional Requirements for NONRESIDENT Applicants:

- Must have an active public insurance adjuster license in home state.
- If required, non-resident business entities should register with the Ohio Secretary of State before continuing to do business in Ohio. Contact the Ohio Secretary of State at 1-877-767-6446 or www.sos.state.oh.us for registration requirements. [OAC sections 3901-5-09(H)(1)(c) and 3901-5-09(I)(5)]

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