



License Application Checklist

Licensing Division, 50 W Town Street, 3rd Floor - Suite 300, Columbus OH 43215
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Limited Lines Business Entity Renewal License Application Checklist

Lines of Authority:

- Credit Insurance Products
- Crop
- Funeral Expense

All Applicants:

- ☐ Non-refundable filing fee of \$25.00. (Check or money order made payable to the "State of Ohio Treasurer"; credit card or ACH accepted with online application.)
 - Resident business entity: Application must be received by the Department by September 30 of even years.
 - Non-resident business entity: Application must be received by the Department by September 30 of odd years.
- ☐ Completed uniform application for business entity license renewal continuation form:
 - [Online Application](#)
- ☐ Name of at least one licensed producer who will be responsible for the business entity's compliance with the insurance laws, rules, and regulations.

Additional Requirements for RESIDENT Applicants:

- ☐ Resident business entity applicants must be registered and in good standing with the Ohio Secretary of State before applying for a license. Contact the Ohio Secretary of State at 1-877-767-6446 or www.sos.state.oh.us for registration requirements. [OAC section 3901-5-09(H)(1)(c)]

Additional Requirements for NONRESIDENT Applicants:

- ☐ Must have an active business entity license in home state.
- ☐ If required, non-resident business entities should register with the Ohio Secretary of State before doing business in Ohio. Contact the Ohio Secretary of State at 1-877-767-6446 or www.sos.state.oh.us for registration requirements. [OAC section 3901-5-09(I)(5)]

Application Requirements for FUNERAL EXPENSE Applicants:

- ☐ Must provide proof of Active *Ohio* Funeral Director license.

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