



License Application Checklist

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

All Applicants:

- ☐ Non-refundable filing fee of \$25.00. [ORC section 3905.40(E); OAC sections 3901-5-08(G)(1), 3901-5-08(G)(2) and 3901-5-09(J)]

(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 business entity title license renewal continuation application form:
 - [Online Application](#)
 - Paper Application ([Form INS3259](#))
- ☐ Name of at least one licensed producer who will be responsible for the business entity’s compliance with the insurance laws, rules, and regulations.
- ☐ Provide a notification of changes to owners, partners, officers, directors, and affiliated title agents not previously reported to the Department.
- ☐ Attach an organizational chart that shows the following information: all subsidiaries, affiliates, and owners of the business entity (“owner” includes shareholder, member, or partner). Indicate in the chart the percentage of voting shares, membership or partnership interest of the business entity that is held by each owner of the business entity. Identify with specificity each ownership interest held by a bank, trust company, bank and trust company, or other lending institution, mortgage service, brokerage, mortgage guaranty company, escrow company, real estate company, or any subsidiaries thereof, or by any person engaged in the business of any of the foregoing. If any of the owners of the business entity is a corporation, limited liability company, or partnership, identify the shareholders, members, and partners of those owners. [OAC sections 3901-5-09(H)(6) and 3901-5-09(I)(7)]

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)]

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