



Surety Bail Bond Business Entity Renewal License Application Checklist

All Applicants:

- Non-refundable filing fee of \$150.00. [ORC section 3905.85(F)(1)]
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
Application and renewal fee must be received in the Ohio Department of Insurance office by the last day of February. A late fee or reinstatement fee applies if the application is received March 1 or later.
- Completed surety bail bond application form: [ORC section 3905.85(F)(1)]
 - [Online Application](#)
 - Paper Application ([Form INS3251](#))
- Name of at least one licensed surety bail bond agent who will be responsible for the business entity’s compliance with the insurance laws, rules and regulations of this state.

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 (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 surety bail bond license, or equivalent, 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 (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.**