



Viatical Broker Entity ***Initial License Application Checklist***

All Applicants:

- Non-refundable filing fee of \$200.00. [ORC section 3916.03(A) and OAC section 3901-9-02(J)(1)]
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed viatical broker entity application form: [ORC section 3916.03(A)]
 - [Online Application](#)
 - Paper Application ([Form INS3220](#))
- Name of each partner, officer or member of the entity. [ORC section 3916.03(B)]
- Name of each employee designated to act as a viatical broker for the entity. [ORC section 3916.03(B)]
- Documentation of the qualifications of each designated employee to engage in the viatical settlement broker business by either a resume or letter describing education, training, and relevant work/professional experience, professional designations, and professional licenses held. [ORC sections 3916.03(B) and 3916.03(C)(2)(b)]
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- Written anti-fraud program that complies with ORC sections 3916.18(G) and 3916.03(C)(4).
- Description of procedures in place to safeguard the confidentiality of viators’ personal and medical information that complies with ORC sections 3916.13 and 3916.07(G).
- Provide an organizational chart that identifies all employees, partners, members, officers, and key employees, including position titles, and description of positions. The chart must also identify all owners or shareholders having 5% or greater beneficial ownership. The chart must additionally show the relationship of each to the applicant, including percentage of beneficial ownership or control.
- If necessary, any required supporting details or documents.

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) and ORC section 3916.03(C)(3)]

Additional Requirements for NONRESIDENT Applicants:

- Must have an active viatical broker license, or equivalent, in home state.
- Certificate of good standing from domicile state. [ORC section 3916.03(C)(3)]
- 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 (877) 767-6446 or www.sos.state.oh.us for registration requirements. [OAC section 3901-5-09(I)(5)]
- Name and address of appointed agent for service of process located in the state of Ohio. [ORC section 3916.03(H)(1)] or, Written consent to service of process on superintendent by signing application. [ORC section 3916.03(H)(2)]

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