



License Application Checklist

Surplus Lines Individual **Initial License Application Checklist**

All Applicants:

- Non-refundable filing fee of \$100.00. [ORC section 3905.32]
(Check or money order made payable to the “*State of Ohio Treasurer*” with paper application; credit card or ACH accepted with online application.)
- Completed surplus lines application form:
 - [Online Application](#)
 - [Paper Application](#) (Form INS3245)

Additional Requirements for RESIDENT Applicants:

- Proof of \$25,000 bond payable to “State of Ohio”. [ORC section 3905.35]
- Complete Criminal Background Check (BCI & FBI).
- Completion of the Ohio Specific Bond form (INS3222).
- Must have an active Ohio major lines property and casualty license. [ORC section 3905.30(B)]

Additional Requirements for NONRESIDENT Applicants:

- Must have an active surplus lines license in home state. [ORC section 3905.30(B)]
- Must have an active Ohio major lines property and casualty license if the agent is, or will be, personally performing the due diligence requirements. [ORC sections 3905.30(B) and 3905.33]

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