



Surplus Lines Business Entity 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”; credit card or ACH accepted with online application.)
- Completed surplus lines business entity application form:
 - Online Application
 - Paper Application (Form INS3223)
- Name of each employee designated to act as a surplus lines agent for the entity.
- List of owners, partners, officers and directors, members or managers.

Additional Requirements for RESIDENT Applicants:

- Proof of \$25,000 bond payable to “State of Ohio”. [ORC section 3905.35]
- Completion of the Ohio Specific Bond form (INS3222).
- Must have an active Ohio major lines property and casualty license. [ORC section 3905.30(B)]
- Must register with the Ohio Secretary of State before applying for a license. [OAC section 3901-5-09(H)(1)(c)]

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 business entity is, or will be, involved in performing the due diligence requirements. [ORC sections 3905.30(B) and 3905.33]
- Must provide proof of \$25,000 bond payable to “State of Ohio”, only if resident state does not issue Surplus Lines business entity licenses. [ORC section 3905.35]
- Non-resident business entities should contact the Ohio Secretary of State at (877) 767-6446 or www.sos.state.oh.us for registration requirements before doing business in Ohio. [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.**