



### **Managing General Agent (MGA)** **Renewal License Application Checklist**

#### **All Applicants:**

- Non-refundable filing fee of \$20.00. [ORC section 3905.72(C)(4)]  
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed MGA application form: [ORC section 3905.72(B) and OAC section 3901-3-10(C)]
  - Online Application
  - Paper Application (Form INS3278 or INS3279)
- Proof that the MGA carries a bond in the amount of at least \$50,000. [ORC section 3905.72(C)(5)]
- Proof that the MGA carries errors and omissions insurance. [ORC section 3905.72(C)(6)]
- Completion of the notary section of the application or the electronic managing general agent supplemental form (INS3295). [ORC section 3905.72(B)]
- List of applicant’s agents, producers or sub-producers (if applying as a business entity). [OAC section 3901-3-10(C)(3)]
- Copy of the certified resolution of the board appointment issued by the insurance company. [ORC 3905.72(B)(5)]
- Copy of the signed contract between the MGA and the insurance company. [ORC 3905.72(B)(4)]

#### **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](http://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 MGA license or equivalent in home state. [ORC 3905.72(D)]
- 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](http://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.**