



Mike DeWine, Governor
Jon Husted, Lt Governor

Department
of Insurance

Judith L. French, Director

License Application Checklist

Licensing Division, 50 W Town Street, 3rd Floor - Suite 300, Columbus OH 43215
614-644-2665 | 614-387-0087 (Fax) | insurance.ohio.gov

Limited Lines Portable Electronics Initial License Application Checklist

All Applicants:

- ☐ Non-refundable filing fee of \$100.00 if ten or fewer locations in Ohio; \$1000 if eleven or more locations in Ohio. [ORC section]
(Check or money order made payable to the "State of Ohio Treasurer"; credit card or ACH accepted with online application.)
- ☐ Completed limited lines portable electronics application form:
 - [Paper Application \(Form INS3001\)](#)

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 portable electronics license or equivalent in home state. [ORC section 3905.062(C)(2)]
- ☐ 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)]

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