



## License Application Checklist

### ***Major Lines Business Entity Renewal License Application Checklist***

#### **All Applicants:**

- Non-refundable filing fee of \$25.00. [ORC section 3905.40(E); OAC sections 3901-5-08(G)(1), 3901-5-08(G)(2) and 3901-5-09(J)]  
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
  - Resident business entity: Application must be received by the Department by September 30 of even years.
  - Non-resident business entity: Application must be received by the Department by September 30 of odd years.
- Completed uniform application for business entity license renewal continuation form: [ORC sections 3905.05(B) and 3905.07(A)(3)]
  - Online Application
- Name of at least one licensed producer who will be responsible for the business entity’s compliance with the insurance laws, rules and regulations.

#### **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 business entity license in home state.
- 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](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.**