



OKLAHOMA INSURANCE DEPARTMENT
STATE OF OKLAHOMA

Re: Adding Lines of business to a Current Certificate of Authority

To complete a Certificate of Authority change in the state of Oklahoma, the company will need to file the following by mail to the Oklahoma Insurance Department:

1. Surrender the current certificate of authority for amendment (must be original or the UCAA Form 15 Affidavit of Lost Certificate of Authority).
2. Certified copies of Insurance Department approval from the state of domicile to write the additional line.
3. Certified copies of amended/restated Articles of Incorporation. (\$50.00). **If applicable.**
4. Certified copies of amended/restated Bylaws. (\$50.00). **If applicable.**
5. UCAA Form 2C Corporate Amendment Application.
6. UCAA Form 3 Lines of Business.
7. UCAA Form 14 Change of Address/Contact Notification. **If applicable.**
8. UCAA Form 12 Consent for Service of Process. **If applicable.** (Send separately to the attention of the Legal Division of the Oklahoma Insurance Department along with a check in the amount of \$10 payable to the Oklahoma Insurance Department.)

Note that all fees above apply unless the retaliatory fee is higher pursuant to Title 36 O.S. § 628.

Checks must be payable to the OKLAHOMA INSURANCE DEPARTMENT.

Rate and Form Filings: Please assure rate and form filings have been completed electronically through SERFF if required. Call our Rate & Form Compliance Division at 405-521-3681 should you have any questions regarding rate and form filings, or visit the link below on the Oklahoma Insurance Department's website:

http://www.ok.gov/oid/Regulated_Entities/Rate_and_Form_Filing/index.html

Producer Appointments (if applicable): Contact our Licensing Division for company appointment information as well as agent and agency licensing at 405-521-3916, or visit the link below on the Oklahoma Insurance Department's website:

http://www.ok.gov/oid/Licensing_and_Education/index.html

Processing will begin upon receipt of the required items listed above.