

## HOW DOES THE LIFE POLICY LOCATOR SERVICE WORK?

1. You submit necessary information by mail or email about the deceased to the Oklahoma Insurance Department.
2. The Oklahoma Insurance Department will forward that information to all Oklahoma-licensed insurance companies. Requests will be forwarded no later than 30 days after the request was submitted.
3. The Oklahoma Insurance Department asks insurance companies to search their records to determine whether they have any life insurance policies or annuity contracts in the name of the deceased.
4. Insurance companies will respond directly to you **ONLY** if they have any life insurance policies or annuity contracts naming the deceased and if you were named the beneficiary.

### REQUESTOR'S CONTACT INFORMATION

PLEASE WRITE OR TYPE CLEARLY IN BLACK OR BLUE INK

DATE OF REQUEST \_\_\_\_\_

LAST \_\_\_\_\_ MIDDLE \_\_\_\_\_ FIRST \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

### INFORMATION ABOUT THE DECEASED

LAST \_\_\_\_\_ MIDDLE \_\_\_\_\_ FIRST \_\_\_\_\_

OTHER LEGAL NAMES USED \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DATE OF DEATH \_\_\_\_\_ LAST FOUR OF SOCIAL SECURITY NUMBER \_\_\_\_\_

#### LAST KNOWN ADDRESS:

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

#### PREVIOUS ADDRESSES:

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

### RELATIONSHIP OF REQUESTOR TO DECEASED

(check all that apply)

Primary Beneficiary  Contingent Beneficiary  Spouse  Executor or legal representative  Child  Attorney

Other \_\_\_\_\_

I certify that I have made a diligent search of the deceased person's records and property, including bank statements and safety deposit boxes, and have asked family members to identify all individual life policies or individual annuity contracts that I have reason to believe covered the life of the deceased person named above. I understand that life insurance companies will respond directly to me only if they have reason to believe the deceased has any individual policies with them and I am authorized to receive this information.

I further understand that the Oklahoma Insurance Department's only role with this request is to forward to all Oklahoma licensed life insurance companies this completed form and any associated documentation. I understand that an insurance company may require additional information from me, including documentation of my legal authority to request or obtain information about the deceased.

For privacy and protection of confidential personally identifiable information, I understand all documents I submit to the Oklahoma Insurance Department will not be returned. I further understand all documents I submit with this request will be destroyed pursuant to the department's record retention schedules.

I certify that the information I have provided is complete and accurate.

Requestor's Signature \_\_\_\_\_  I have provided a copy of death certificate of the deceased

**PLEASE send copies. Do not send original documents.**

## HOW DO I SUBMIT A REQUEST TO THE LIFE POLICY LOCATOR SERVICE?

1. Fill out the form inside this brochure and detach.
2. Include a copy of the death certificate.  
**IMPORTANT:** *Your request will not be processed without the death certificate.*
3. Mail the form and death certificate to:

Oklahoma Insurance Department  
**Consumer Assistance Division**  
Life Policy Locator Service  
3625 NW 56th Street, Suite 100  
Oklahoma City, OK 73112

or email form and a copy of the death certificate to [policylocator@oid.ok.gov](mailto:policylocator@oid.ok.gov).



Insurance Commissioner | John D. Doak

**OKLAHOMA  
INSURANCE**  
DEPARTMENT



## LIFE POLICY LOCATOR SERVICE

### WHAT IS THE LIFE POLICY LOCATOR SERVICE?

It is a **free** tool from the Oklahoma Insurance Department to help people find life insurance or annuity benefits left to them by a deceased loved one.

### WHO CAN USE THE LIFE POLICY LOCATOR SERVICE?

- **Individuals** who believe they are beneficiaries of a life insurance or annuity purchased in Oklahoma
- **Legal representative** of the deceased's state

### CONSUMER ASSISTANCE

Five Corporate Plaza  
3625 NW 56th, Suite 100  
Oklahoma City, OK 73112

405.521.2991 | 1.800.522.0071

[lostpolicy.oid.ok.gov](http://lostpolicy.oid.ok.gov)

 [facebook.com/oid411](https://facebook.com/oid411)

 [twitter.com/oid411](https://twitter.com/oid411)