



**OKLAHOMA INSURANCE DEPARTMENT**

**Attn: Bail Bond Division**

**3625 NW 56th, Suite 100**

**Oklahoma City, OK 73112-4511**

**(405) 521-6610 – Fax: (405) 522-6905 – Toll Free In-State 800-522-0071**

**Name Change Request**

**(Please Print or Type)**

Date \_\_\_\_\_

Name \_\_\_\_\_

Oklahoma Bail Bondsman License# \_\_\_\_\_

Business email address (Required) \_\_\_\_\_

**NOTE:** To request a duplicate pocket photo license, mark the line below and submit the Twenty Five Dollar (\$25.00) fee. Allow 5 business days for the requested change to be processed. You may **view and/ or print** a new license certificate from our website, [www.bailbonds.oid.ok.gov](http://www.bailbonds.oid.ok.gov).

**NAME CHANGE** to \_\_\_\_\_

Effective Date of Change \_\_\_\_\_ (must be supported by documentation)

Documents accepted as proof of name change:

- **Marriage Certificate**
- **Court Order**
- **Divorce Decree**

You are required to update your name information with the Oklahoma Insurance Department within five (5) days after your legal name change. Pursuant to 59 O.S. §1310(A)(23), a licensee must notify the Commissioner of a change of legal name, residence address, business address, mailing address, e-mail address, or telephone number within five (5) days after a change is made.

\_\_\_\_\_ I request a duplicate pocket photo license.

Enclosed is check or money order, number \_\_\_\_\_ in the amount of Twenty Five Dollars (\$25.00).

Submit your request by email to [Bail.Licensing@oid.ok.gov](mailto:Bail.Licensing@oid.ok.gov) or by fax to 405-522-6905. If you requested a duplicate photo pocket license, mail your request and payment to the above address.

I hereby certify that, under penalty of perjury, all of the information submitted in this name change request form is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this form may subject my insurance license to administrative action by the Oklahoma Insurance Department, including but not limited to civil fines.

**SIGNATURE** \_\_\_\_\_