



OKLAHOMA INSURANCE DEPARTMENT COMMISSIONER JOHN D. DOAK

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Change of Address, Telephone, and Email

As of February 1, 2012 the Oklahoma Insurance Department will no longer process paper request for address, telephone, and email changes. The Department will no longer notify court clerks regarding changes.

Bail bondsmen will be responsible to submit an address change, telephone number change, or an email address change electronically via the Oklahoma Insurance Department website. Changes must be submitted within five (5) days after a change is made. Refer to 59 O.S. §1310(A)(21). There is no fee for the change.

To change an address or telephone number, visit the [SBS website](#) and click Address Change Request (Individuals) via NIPR. Once the address change is submitted via NIPR, it will upload to SBS (the Department data base) within twenty-four (24) hours.

To change an Email address, [Click Here](#).

Bail bondsmen should also notify their court clerk of any changes. Refer to 59 O.S. §1320(A), which states in part... "In the county in which a bondsman registers his license, he shall provide the court clerk with proof that he is a resident of said county or that he offices in said county."

To look up a bail bondsman's business address, visit the [Licensee Lookup site](#).

To look up a bail bondsman's mailing address; visit bailbonds.oid.ok.gov and click on the Bail Bondsmen Licensee Lookup link in the bottom right hand corner. The result provides a pdf document indicating the mailing address for the bail bondsman.

To look up an insurance company address, go to our [Important Forms site](#) and click on List of Bail Surety Companies. The result provides a pdf document with the mailing address for the insurance company.