



John R. Kasich, Governor  
Mary Taylor, Lt. Governor/Director

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[www.insurance.ohio.gov](http://www.insurance.ohio.gov)

April 18, 2016

**RE: 2016 Appointment Renewal Procedures**

The purpose of this communication is to make sure that you are aware of the Ohio Department of Insurance's (Department) appointment renewal procedure for 2016.

Any appointment that is active on June 30, 2016 will automatically be renewed effective July 1, 2016. A renewal invoice will be sent to the company in August of 2016. The invoice will include the appointment renewal fees for all agent and agency appointments that were active as of June 30, 2016.

All appointment termination requests must be completed prior to **June 30, 2016**. The Department will not make changes to an invoice for any appointments active on July 1, 2016 with your company.

A listing of all agents and agencies appointed to represent a particular company may be obtained on the Department's website at: [www.insurance.ohio.gov](http://www.insurance.ohio.gov). Click on the "Agents/Agencies – How do I..." button located on the right side of the Department's home page. Scroll down and click on the option of "Create an agent/agency mailing list." From there, you can enter your company name and create the list of agents/agencies that hold an active appointment with your company.

Please contact the License Division at 614-644-2665 if there are any questions.

Sincerely,

Karen Vourvopoulos  
License Division Chief

**Accredited by the National Association of Insurance Commissioners (NAIC)**

**Consumer Hotline:** 1-800-686-1526    **Fraud Hotline:** 1-800-686-1527    **OSHIP Hotline:** 1-800-686-1578

**TDD Line:** (614) 644-3745

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