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## ***Public Insurance Adjuster Business Entity Initial License Application Checklist***

### **All Applicants:**

- Non-refundable filing fee of \$100.00. [ORC section 3951.06(A)]  
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed public insurance adjuster entity application: [ORC section 3951.03]
  - Online Application
  - Paper Application (Form INS3215)
- Name of each partner, officer or member of the entity.
- Name of each employee designated to act as a public insurance adjuster or public insurance adjuster agent for the entity.
- Copy of the form that will be used as the contract in Ohio. [OAC section 3901-1-24(D)]
- Proof of bond in the amount of at least \$1,000 payable to the “State of Ohio”. [ORC section 3951.06(D)]
- Completion of the Ohio specific bond form and notary section of the application or the electronic business entity public insurance adjuster supplement form (INS3217). [ORC section 3951.03(E)]

### **Additional Requirements for RESIDENT Applicants:**

- Resident business entities must register with the Ohio Secretary of State and be in good standing before applying for a license. Contact the Ohio Secretary of State at (877) 767-6446 or [www.sos.state.oh.us](http://www.sos.state.oh.us) for registration requirements. [OAC sections 3901-5-09(H)(1)(c) and 3901-5-09(I)(5)]

### **Additional Requirements for NONRESIDENT Applicants:**

- Must have an active public insurance adjuster license in home state.
- If required, non-resident business entities should register with the Ohio Secretary of State before doing business in Ohio. Contact the Ohio Secretary of State at (877) 767-6446 or [www.sos.state.oh.us](http://www.sos.state.oh.us) for registration requirements. [OAC sections 3901-5-09(H)(1)(c) and 3901-5-09(I)(5)]

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS  
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**