


Frequently Asked Questions from Insurers:

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As an insurer licensed to do business in the Commonwealth of Kentucky, how do I . . .

Add or delete a line of business to an existing Certificate of Authority:

Complete [UCAA Corporate Amendments Application](#)  Once the Department receives the notification from NAIC, the company will receive two invitations from PPC IT Department. One invitation will allow you to make the payment via eservices to amend the Certificate of Authority. The other one will allow you to upload the Certificate of Authority that is on file with KY DOI.


Address Change of an Insurer:

Complete [UCAA Corporate Amendments Application](#)  . **For address changes concerning Agents and/or Agencies**, please contact the [Agent Licensing Division](#) . **If there is a city or state change**, once the Department receives the notification from NAIC, the company will receive two invitations from PPC IT Department. One will allow you to make the payment via eservices to amend the Certificate of Authority. The other one will allow you to upload the Certificate of Authority that is on file with KY DOI. **No action is required for street address changes.**

Amended Articles of Incorporation (Domestic insurers HMO/LHSO):

The Office of Insurance shall seek approval of the Amended Articles of Incorporation from the Office of the Attorney General. The articles approved by both the Office of the Attorney General and the Kentucky Office of Insurance shall be returned to the company for filing with the Secretary of State. The company shall return to the Office of Insurance one copy of the amended articles of incorporation which have been stamped as "filed" with the Secretary of State.


Amended Articles of Incorporation (Foreign insurers):

Complete [UCAA Corporate Amendments Application](#)  . Once the Department receives the notification from NAIC, the company will receive an invitation from PPC IT Department. It will allow you to make the payment via eservices to amend the Articles of Incorporation.

Amended Articles of Incorporation (foreign HMO/LHSO):

Submit certified copy of Amended Articles along with a check of \$50, payable to the Kentucky State Treasurer.

Amended Bylaws (domestic and foreign insurers):

Complete [UCAA Corporate Amendments Application](#)  Once the Department receives the notification from NAIC, the company will receive an invitation from PPC IT Department. It will allow you to make the payment via eservices to amend the Articles of Incorporation.

Amended Bylaws (domestic and foreign HMO/LHSO):

Submit certified copy of Amended Bylaws along with a check for \$50, payable to the Kentucky State Treasurer. UCAA Corporate Amendments Application. Once the Department receives the notification from NAIC, the company will receive an invitation from PPC IT Department. It will allow you to make the payment via eservices to amend the Certificate of Authority. The other one will allow you to upload the Certificate of Authority that is on file with KY DOI.

Biographical Affidavits:

Domestic insurers complete the NAIC Biographical Affidavit (UCAA Form) for all officers and directors. Foreign insurers complete the NAIC Biographical Affidavit (UCAA Form) for PRESIDENT ONLY. Domestic HMO/LHSO complete Form 501 or the NAIC Biographical Affidavit for all officers and directors. Foreign HMO/LHSO complete Form 501 or the NAIC Biographical Affidavit for PRESIDENT ONLY.

Certificate of Compliance:

Requests for Certificate(s) of Compliance. Per 806 KAR 4:010 (21)(b), there is a fee of \$5 per certificate. The requests and payment should be made via the eservices portal by logging into your eservices account.


Merger of 2 or more foreign insurers:

Complete [UCAA Corporate Amendments Application](#)  .

Merger of 2 or more foreign HMO/LHSO:

Complete Form 105 (Notification of Merger of 2 or more foreign HMO/LHSO) and forward a copy of the approved Merger Agreement along with the Certificate of Authority for the non-surviving company. There is no fee.

Name Change of Insurer:

Complete [UCAA Corporate Amendments Application](#)  . Once the Department receives the notification from NAIC, the company will receive two invitations from PPC IT Department. One will allow you to make the payment via eservices to amend the Certificate of Authority. The other one will allow you to upload the Certificate of Authority that is on file with KY DOI.


Name Change of an HMO/LHSO:

Complete Form 104 (Application to Amend Certificate of Authority for HMO/LHSO only) and Form 800 (Person to Receive Legal Process). On Form 104 in the space of "Name of Company", please type the new name followed by the former name in parenthesis. Per KRS 304.4-010, there is a \$50 fee for issuing an amended Certificate of Authority with the new name; a \$50 fee for filing certified Amended Articles of Incorporation with the new name; a \$50 fee for filing certified Bylaws (if amended). Your check should be made payable to the Kentucky State Treasurer and forwarded with the completed Form 104. A certified copy of the Amended Articles of Incorporation must also be forwarded and the certified Bylaws (if amended).

Name Reservation:

Per 806 KAR 3:010 (3) there is a filing fee of \$52. Please submit in writing the name you wish to reserve along with your check made payable to the Kentucky State Treasurer.

Redomestication:

Complete [UCAA Corporate Amendments Application](#)  . Once the Department receives the notification from NAIC, the company will receive two invitations from PPC IT Department. One will allow you to make the payment via eservices to amend the Certificate of Authority. The other one will allow you to upload the Certificate of Authority that is on file with KY DOI.

Redomestication of a foreign HMO/LHSO:


Complete Form 104 (Application to Amend Certificate of Authority for HMO/LHSO only). Please refer to Form 205 (Redomestications for HMO/LHSO) for further instructions and forms.

As an insurer desiring to become licensed to do business in the Commonwealth of Kentucky, how do I become a...

Kentucky Domestic Insurer:

Access the Primary Application of the [UCAA \(Uniform Certificate of Authority Application\)](#)  .

Foreign Insurer Licensed in Kentucky:

Foreign insurers desiring to become licensed to do business in Kentucky should access the Expansion Application of the [UCAA \(Uniform Certificate of Authority Application\)](#)  .