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## ***Viatical Broker Individual Renewal License Application Checklist***

### **All Applicants:**

- Non-refundable filing fee of \$100.00.  
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed viatical settlement broker application form:
  - [Online Application](#)
  - Paper Application ([Form INS3219](#))
- If different than what is on file with the Department a copy of the written anti-fraud program that complies with ORC section 3916.18(G). [ORC section 3916.03(C)(4)]
- If different than what is on file with the Department a written description of procedures in place to safeguard the confidentiality of viators’ personal and medical information that complies with ORC section 3916.13.
- If necessary, any required supporting details or documents.

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

- Completion of 15 viatical specific education hours on or before the compliance period deadline date (biennially December 31<sup>st</sup>).
- \$100.00 viatical specific education compliance period extension fee if completed between January 1 and March 31 biennially.

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

- Must have an active viatical settlement broker license, or equivalent, in home state.
- Viatical specific education course completion certificates totaling at least 15 hours completed on or before the deadline date (biennially December 31<sup>st</sup>).
- \$15.00 continuing education participation fee.
- \$100.00 viatical specific education compliance period extension fee if completed between January 1 and March 31 biennially.

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