



Special Notice to Oklahoma Insurance Professionals

To: Oklahoma Licensed Insurance Professionals
From: Glen Mulready, Insurance Commissioner
Date: June 4, 2024
Re: Electronic Name Change Requests

PURPOSE OF THIS NOTICE

Effective immediately, the Oklahoma Insurance Department's Licensing Division will accept name change requests electronically for individuals and agencies through www.nipr.com.

Oklahoma statutes require that name change requests be made within thirty (30) days of the legal change. If a name change request is submitted outside thirty (30) days, statutes require a \$50.00 administrative fee to be provided to the Department. [36 O.S. § 1435.23](#) and [36 O.S. § 6212.F](#)

Name changes will require a licensee to provide supplemental documentation with a name change request to the NIPR Warehouse at the time of submission. Oklahoma will accept the following official documents to supplement a legal name change:

- Marriage certificate
- Court Order
- Divorce Decree
- Amended Articles (for the business entity)
- Driver's License
- Social Security Card

The date on the document you provide will be used to determine the effective date of the name change.

Nonresident licensees must change their names in their resident states at least 48 hours before attempting to change the names on the Oklahoma nonresident license file.

Oklahoma will continue to accept paper name change requests by mail, email, and fax until August 1, 2024.

Please contact NIPR directly if you need assistance submitting a name change request to their portal.

Questions concerning this notice should be directed to the Oklahoma Insurance Department's Licensing Division at (405) 521-3916 or by email at licensing@oid.ok.gov.