



Department of Consumer & Business Services
Insurance Division
350 Winter St. NE, Rm. 440
P.O. Box 14480, Salem, Oregon 97309-0405
Phone: (503) 947-7231, Fax: (503) 378-4351
insurance.oregon.gov

Licensing Order Form

Please type or print.

Company name: _____

Your name: _____ Phone: () _____

Address: _____
Street City State ZIP

Individual licensing forms – Limit 5

There is no charge for a total of up to five copies of the following individual licensing forms. If you need additional copies, please make your own photocopies or download the forms from our Web site, insurance.oregon.gov. Click on “Forms.”

- 440-3000 Individual Insurance License Application
- 440-3001 Business Entity Application (formerly Firm or Corporation Application)
- 440-3003 Termination of Appointment Notice
- 440-2139 Firm or Corporation Affiliation of Agent, Adjuster, or Insurance Consultant

FBI Fingerprint Card: FD 258 – Limit 5

There is no charge for up to five fingerprint cards (8” x 8”). If you need more than five fingerprint cards, you must include a self-addressed, postage-paid envelope large enough for the cards you order (minimum size = 10” x 13”). Please see Page 2 for details.

Residents: Oregon Licensing Information Packet – Limit 5

There is no charge for up to five copies of the packet. If you need additional copies, please see Page 2 for details. The packet includes:

- ◆ Oregon Insurance Candidate Handbook
- ◆ FBI Fingerprint Card: FD 258

Nonresidents: Oregon Insurance Candidate Handbook – Limit 5

There is no charge for up to five copies of the handbook. If you need additional copies, please see Page 2 for details.

Postage and Mailing Information

FBI fingerprint cards

Your first five fingerprint cards are free. If you order more than five fingerprint cards, you must include a self-addressed, postage-paid return envelope large enough for the forms you order (minimum size = 10" x 13"). Use the following guidelines to determine the amount of postage you need to include.

Quantity	Postage
Up to 25	\$1.85
26-100	\$4.20
101-175	\$5.00
176-200	\$5.60

Use this form to send your request to the Oregon Insurance Division (see below).

Mail to:

Forms
Oregon Insurance Division
P.O. Box 14480
Salem, OR 97309-0405

Oregon Insurance Candidate Handbook

The Insurance Division will send you five free copies.

If you need more than five copies, please order directly from:

Promissor
(800) 274-7003

There is no charge for copies of the Oregon Insurance Candidate Handbook ordered from Promissor.

The Oregon Insurance Candidate Handbook also can be downloaded on Promissor's Web site: www.promissor.com. Click on "Insurance" under "Test Taker Information" and select "Oregon Insurance."

Phone, fax, e-mail orders

You may order by phone, fax, or e-mail only if your order is for a total of five forms or less.

Phone: (503) 947-7231
Fax: (503) 378-4351
E-mail: web.insagent@state.or.us

Please allow two weeks for delivery.

Thank you for using this form on all future orders.

Many of the Oregon Insurance Division's producer licensing forms are also on our Web site:

insurance.oregon.gov

Click on "Forms"