

UNIFORM CERTIFICATE OF AUTHORITY APPLICATION

UCAA REQUIREMENTS BY STATE RELATED TO COVID-19 PANDEMIC

<u>State</u>	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
AL	Yes	No – will accept bio and follow-up at later time	Checks only	No	
AK	Yes – biographical affidavit, will accept electronic signature on others except for: Require original signature on annual statements that accompany expansion. Original state certifications for Certificate of Compliance and Certificate of Deposit. Notary – will accept electronic notary signature.		Check only for expansion and primary		
AZ	Yes – will or does accept electronic signatures. Notary – will accept electronic notary signatures. Will consider accepting biographical affidavits without a notary signature on a case by case basis.	No – will accept the bio and follow-up at a later date	EFT – No Check Only- Yes	No, may at a future date.	
AR	<u>Foreign applications and biographical affidavits:</u> Electronic signatures acceptable. <u>Domestic applications and affidavits:</u> Electronic signatures are acceptable, to be followed up with original signatures	Yes – prefer to wait for full verification	Check only	No	

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
	upon notification at a later date determined by the Department. Notary – will accept electronic notary signatures and biographical affidavits without a notary signature.				
CA	Yes = will or does accept electronic signatures	No = will accept bio and follow-up at later date	EFT available only via Oasis on CDI website, here: http://www.insurance.ca.gov/0250-insurers/0400-oasis/ . Checks also acceptable for UCAA filings.	No	
CO	Yes Notary – will accept electronic notary signature.		Checks only		
CT	<ul style="list-style-type: none"> For <u>foreign</u> insurers, Connecticut will accept electronic signatures on UCAA forms and biographical affidavits. For <u>domestic</u> insurers, Connecticut will accept electronic signatures on UCAA forms and biographical affidavits until June 15th. Domestic insurers will have to file biographical affidavits with original signatures and notarizations after June 15th. 	Yes-prefer to wait for full verification	Check only		Please refer to Connecticut Insurance Department Bulletin FS-36 for additional guidance.
DE	Yes – will or does accept electronic signatures.	Yes – prefer to wait for full verification	Check only	No	These process changes are temporary and will remain in place until a return to usual business practices.

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
	Notary – will accept electronic notary signatures and biographical affidavits without a notary signature.				
DC	Yes		Yes, ACH/wire type electronic payment is an option as long as they put enough description.		
FL	Yes – accepts electronic signatures accompanied by electronic notarization, where required until May 1, 2020.			No	
GA	Yes – will or does accept electronic signatures	Yes-prefer to wait for full verification	Accepts EFT, ACH, E-Check, Credit Card and Hard Copy Check payments.	No	
HI	Yes Notary – will <u>not</u> accept electronic notary or bios without a notary a notary signature.	Yes-prefer to wait for full verification	EFT Payments Accepted (through OptIns).	Yes	
ID	Yes – will accept electronic signatures on UCAA forms and bios at this time due the unprecedented time with COVID-19	No – Idaho will accept bio and follow up at a later date	Check only	No – check only	
IL	Yes – accepts electronic signatures accompanied by electronic notarization on such forms, until COVID-19 emergency in state has concluded.	No – will accept bio and follow-up at a later date	Checks only	No	
IN	Yes Notary – will accept electronic notary signatures. Will accept the biographical affidavit without a notary signature but will need to follow-up with a copy	Yes – prefer to wait for full verification	Check only	No – Currently Exploring	

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
	containing notarization at a later date when able to obtain.				
IA	Yes				
KS	Yes Notary – will accept electronic notary signature, provided the electronic notary signature is in compliance with applicable state requirements in the state where the biographical affidavit is notarized.	Yes-prefer to wait for full verification	Yes – have to follow specific guidelines and notify the state of the payment and inform them of what the payment is before they can accept payment (Attachment included in email with instructions)	No	
KY	Yes	No-will accept bio and follow-up at later time	EFT and check for a limited time		
LA	Yes (scanned image of signature) Notary – will accept electronic notary signature, taking into account that it is dependent upon the rules of the jurisdiction where it is executed.	No-May proceed with preparing reports	Check only (checks are being processed)	No	Notarization requirements are governed by the place of execution. This applies to electronic notarization and any other allowances that might be made.
ME	Yes	Yes – prefer to wait for full verification	Check only	No	
MD	Yes – will or does accept electronic signatures. Notary – will accept electronic notary signatures.	Yes- prefer to wait for full verification	Check only	No – not at this time.	
MA	Yes		Check only		
MI	• Domestic applications and affidavits: Electronic signatures are acceptable, to be followed up with original signatures upon notification at a later date determined by the Department.	No-will accept bio and follow-up at later date, but third-party verifications will be needed to move on application.	Check only	No	

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
	<ul style="list-style-type: none"> Foreign applications and biographical affidavits: Electronic signatures acceptable <p>Notary - Domestic application and biographical affidavits: Electronic notary signatures are acceptable to be followed up with original signatures upon notification at a later date determined by the Department.</p> <p>Foreign applications and biographical affidavits: Electronic notary signatures are acceptable.</p>				
MN	<p>Yes – for this time through the UCAA portal.</p> <p>Notary – will accept electronic notary signatures.</p>	<p>Third-Party Verifications can be sent via encrypted email.</p> <p>For Third-Party Vendors, redact all but the last four digit's of the SSN and submit third-party verification reports directly to Judith.johnson@state.mn.us.</p>	Check only	No	<p>Waiving hard copies of specific documents and in the interim, will accept electronic copies of signed and certified financial statements.</p> <p>These process changes are temporary and will remain in place until a return to usual business practices.</p> <p>Email is the preferred method of communication at this time for MN.</p>
MS	<p>Yes</p> <p>Notary – will accept electronic notary signatures.</p>	Yes – Prefer to wait for full verification	Check only	No	
MO	Yes = can accept electronic signatures on UCAA forms and biographical affidavits during the COVID-19 situation but fully executed and notarized (if applicable) documents would need to be provided	Third-Party Verifications can be sent via electronic means, preferably by contacting the state and having a dropbox established. Contact Cynthia.Monroe@insurance.mo.gov for information.	Submit filings without payments but provide an email contact address where invoices and electronic payment	No	These process changes are temporary and will remain in place until a return to usual business practices.

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
	once the COVID-19 situation normalizes.		instructions can be sent.		
MT	Yes, foreseeable future	No – will accept bio and follow-up at a later date	Check Only	No, not at this time.	
NE	Yes		Check Only – Exploring EFT options		
NV	Yes Notary – will accept electronic notary signatures.	Yes – prefer to wait for full verification	EFT	No	
NH	Yes		Yes – The DOI must have the paperwork before the transfer hits the account. So the paperwork must be sent simultaneously with the EFT.		
NJ	Yes – until further notice		Checks only		
NM	Yes, can accept electronic signatures on UCAA forms and biographical affidavits during the COVID-19 situation but fully executed and notarized (if applicable) documents would need to be provided once the return to usual business practices. Notary – will accept electronic notary signatures.	No = will accept bio and follow-up at later date	Fees for new applications, amendments, reinstatement fees and Service Contract Providers renewals will be check only. Working on it, date to be determined. Renewals for Advisory Organizations and Insurance Premium Finance Companies can submit their fees	No	All Expansion Applications and Corporate Amendments must be filed electronically through the UCAA Application Portal.

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
			via ACH Credit or Wire. Producer Licensing will only be accepting checks.		
NY	Yes, however, hard copies with original wet signatures must follow as soon as possible.	This is not applicable to NY as we do not permit third party vendors to review affidavits.	Checks only	No	
NC	Yes = can accept electronic signatures on UCAA forms and biographical affidavits during the COVID-19 situation but fully executed and notarized (if applicable) documents would need to be provided once the COVID-19 situation normalizes. Notary – will accept electronic notary signatures.	N/A – 3 rd Party verifications are not required in NC	Check only	No	Accepting electronic copies of required filings during the COVID-19 situation. Electronic signatures will be accepted for Biographical Affidavits during the COVID-19 situation, but fully executed and notarized documentation would need to be provided once the COVID -19 situation normalizes. At such time as the filing company is able, paper copies with original signatures must be sent as indicated in filing checklists.
ND	Yes – reserve the right to go back to wet signatures at the DOI discretion Notary – will accept electronic notary signature		Will accept electronic forms of payment		We will accept TPV in hardcopy or electronically. If electronic send to colicexam@nd.gov .
OH	Yes, Biographical Affidavits: Electronic signatures are acceptable without notary, to be followed up with original signatures with notary once notified by Department, after the COVID-19 Pandemic is over.	No – Department will accept biographical affidavit and follow-up at later date.	Yes, will accept EFT, but Company or representative, must request an invoice (pay online by ACH or Credit Card after	No	Waiving hard copies of previously specified documents and in the interim, will accept electronic copies of required signed documents.

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
			creating EPay account)		
OK	Yes – will or does accept electronic signatures	No – will accept bio and follow-up at a later date.	OptIns or Check	Yes	
OR	Yes – will or does accept electronic signatures Notary - will accept electronic notary signatures and bios without notary signature.	Yes – prefer to wait for full verification	Check only	No	
PA	Yes – limited time	N/A – 3 rd Party verifications are not required in PA	Check only	No – (currently exploring)	
PR	Yes	Yes	Yes, PR accepts EFT	Yes	None
RI	Yes Prefer electronic – statute that allows for it Notary – will accept electronic notary signatures and bios without notary signature.		Check – Yes EFT – Yes Prefer EFT		
SC	Yes	Third-Party Verifications can be sent via electronic means to drogers@doi.sc.gov	Checks only	No	
SD	Yes- will or does accept electronic signature on UCAA forms Notary – will <u>not</u> accept electronic notary or bios without a notary a notary signature.	Yes- prefer to wait for full verification	Checks only	No	
TN	Yes Notary – Domestic Insurers – will accept electronic notary signatures.	Foreign: if bio is filed with domestic state, no bio nor verification nor notification is required.	Electronic payment through OptIns	Yes	

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
		Domestic: "No- will accept bio [now] and follow-up [verification] at later date"			
TX	Yes Notary – will accept electronic notary signatures and bios without a notary signature through 6/30/2020.	No – will accept mostly complete third party verifications.	Checks only		Texas Website: https://www.tdi.texas.gov/index.html Modified Filing Link: https://www.tdi.texas.gov/financial/modified-filing-requirements.html
UT	Yes Notary – will accept electronic notary signatures.	No-will accept bio and follow-up at a later date, but third party verification will be needed to move the application.	Checks preferred, Company can request an invoice to pay online by credit or debit card and eCheck is the only ACH type of transaction accepted.	No	
VT	Yes – Documents requiring notarized signature will be accepted without a notary, electronic signatures are acceptable and notarized documents should be submitted at the first opportunity when a notary is available or accessible. Vermont does accept e-notarized documents from out of state if that state allows e-notarization. <ul style="list-style-type: none"> The Vermont Secretary of State just adopted an emergency rule which allows for notarial acts to happen in Vermont by remote means through a secure audio-visual communication link, i.e., webcam notarization. The notary and person making the 	No = will accept bio and follow-up at later date. Full verification reports (back ground checks) are not required for expansion applications only for Vermont domestics.	Yes, we accept wire transfers. Email DFR.CompLic@Vermont.gov for instructions.	No	

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
	oath are essentially connected and talking face-to-face electronically over a secure link while, for example, the oath is being administered. There are a number of technology companies that offer end-to-end remote notarization systems. They include: ➤ <u>DocVerify</u> ➤ <u>Notarize</u> ➤ <u>NotaryCam</u> ➤ <u>Pavaso</u> ➤ <u>Safedocs</u> ➤ <u>SIGNiX</u>				
VA	Yes Notary – will accept electronic notary signatures.	No – will accept bio and follow-up later for the background reports	Check only	No	
WA	Yes Notary - will accept electronic notary signatures.	No – will accept bio and follow-up later for the background reports	Check only	No	
WV	Yes – while companies are negatively impacted by COVID 19 situation		Check only		
WI	Yes Notary – will accept electronic notary signatures. Will accept a biographical affidavit without a notary signature, but it must be replaced within 10 days of the lifting of any stay at home order.	No – will accept bio and follow-up at a later date for the background reports	Check only	No	We are following the guidance of our state Department of Financial Institutions regarding the use of Remote Notarization http://www.wdfi.org/newsroom/press/2020/20200318_NewsRelease_COVID-19EmergencyGuidanceOnRemote%20Notarization_vFINAL.pdf

State	<u>Will the state accept electronic signatures on UCAA forms and biographical affidavits?</u> Yes = will or does accept electronic signatures No = will not accept electronic signature	<u>Does the state prefer that the Third-Party Vendor hold the biographical affidavit until full verification is complete?</u> Yes-prefer to wait for full verification No-will accept bio and follow-up at later date	<u>Does the state accept EFT's or checks only for UCAA filing fees?</u>	<u>Will the state utilize OptIns for filing fees?</u> Yes/No	<u>Other</u>
WY	Yes Notary – will accept electronic notary signatures. Wyoming is willing to accept the bio without a notary signature if an electronic notary or regular notary is not available due to COVID-19. Please notify the Department in advance and explain the circumstances if this is the case.	Yes – prefer to wait for full verification	Check only	No	