

Bluegrass Family Health

Below please find listed the items needed for processing licensing paperwork for Bluegrass Family Health.

All documents the DOI requires to process appointment paperwork:

For a Non-Resident Individual Agent applying for a Kentucky License:

- 1) **Licensing Request Form 8301-BGC (follow instructions on top of form) This form needs to be completed first.** Once you receive your report back from the Records Division, you **must** send a copy of it with the rest of your appointment paperwork listed below in order for BFH to process your paperwork.
- 2) NAIC Uniform Application for Non-Resident Individual
- 3) Original Certification Letter from home state insurance department
- 4) Form 8302 - AP/Producer Appointment
- 5) Instruction Letter for Form W-9
- 6) Request for Taxpayer Identification Number and Certification (Form W-9)
- 7) Copy of your resident health license
- 8) Copy of financial liability insurance (Errors and Omissions or Surety Bond)
- 9) General Agent Information Sheet (Bluegrass Family Health purposes only)
- 10) Check payable to: **Kentucky State Treasurer in the amount of \$50.00**

For a Non-Resident Agency applying for a Kentucky License:

All of the above plus a listing of each individual agent including Social Security numbers and copies of their Original Certification Letters from home state insurance department, plus NAIC Uniform Application for Business Entity Non-Resident License/Registration, and a check made payable to: **Kentucky State Treasurer in the amount of \$120.00.**

Please mail completed packet to:

Bluegrass Family Health
ATTN: Pam Searcy
651 Perimeter Drive, Suite 300
Lexington, KY 40517