

DATE:

SIGNATURE AUTHORIZATION LETTER

This Signature Authorization Letter will replace the prior letter on file with the Nebraska Department of Motor Vehicles.

1. List of insurance companies that you submit Nebraska SR filings for (if more than five, you will need to attach another page with this information):

NAIC NUMBER	COMPANY NAME

2. SR filing type:

<input type="checkbox"/>	Submit electronic SR filings only.
<input type="checkbox"/>	Submit electronic <u>and</u> paper SR filings.
If submitting paper filings – please describe your paper filing format:	
<input type="checkbox"/>	Standard (3 x 5 pink/yellow filing)
<input type="checkbox"/>	Custom - you must submit a blank sample of both the SR22 and SR26 filing (please do not include any ID information for your insured on the sample)

3. If you submit paper filings, how will the signature on the filing appear – check applicable:

<input type="checkbox"/>	Hand Signed
<input type="checkbox"/>	Ink Stamped
<input type="checkbox"/>	Pre-printed

4. Does your company allow agents to submit SR filings – select applicable:

<input type="checkbox"/>	Yes (Agent issued filings must contain the agent return address stamp, cannot be back dated, and must follow all applicable rules for your company)
<input type="checkbox"/>	No
<input type="checkbox"/>	Special Instructions (i.e., if you don't allow your agents to submit filings - do you require the filings to come from a specific office -if so, provide address they will be sent from, etc.):

5. IF you allow agents to submit filings – does the home office also send the exact same filing:

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Not applicable – agents aren't authorized to submit SR filings

6. Current Policy Number Format - we can build edits in our system for up to three different policy number formats per company. Please define your policy number format in the applicable fields below using the following characters: # - numeric digit, \$ = numeric digits or a blank space, & = alpha character, * = alpha character or a blank space, ? = either a numeric digit or alpha character. See examples provided below:

POLICY NUMBER FORMAT EXAMPLES:	
SHOW YOUR ACTUAL POLICY NUMBER	FORMAT USING CHARACTER LISTED ABOVE
8 – 10 numeric characters in length: 01234567 or 0123456789	#####\$\$
2 alpha characters and 4 numeric: AA1234	&&####
3 specific alpha characters and 3 numeric: ABC123	ABC###

TYPE OF POLICY	YOUR POLICY NUMBER FORMAT:	
	Show your actual policy number	Format using character listed above
Personal lines:		
Small fleet lines:		
Commercial lines:		
Other:		

Do you have any special directions to the Department of Motor Vehicles concerning your policy number format (i.e., SR will be submitted with a suffix – DMV shouldn't enter, SR submitted with a prefix – DMV shouldn't enter, etc.):

7. Because of the Federal Privacy Law, you will need to designate Support Contact(s) for your company, and you will need to provide their name, direct phone number and a non-generic email address for each contact. The list you provide will be the only people we would be able to contact when there are issues with an SR filing that requires use of protected information.

CONTACT NAME	DIRECT PHONE NUMBER	DIRECT EMAIL ADDRESS

8. Can the name/phone number of your designated contact(s) be released to the agent or insured if they ask us for it – please select applicable:

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If no, who can we direct the agent or insured contact for assistance (name, phone number, email address):

CONTACT NAME	DIRECT PHONE NUMBER	DIRECT EMAIL ADDRESS

9. The Nebraska Department of Motor Vehicles has designated the contacts below for SR issues that require use of protected information (the names/phone numbers/email addresses listed below **ARE NOT TO BE RELEASED** to anyone other than YOUR DESIGNATED CONTACTS):

CONTACT NAME	DIRECT PHONE NUMBER	EMAIL ADDRESS
Caitlin Anderson	402-471-3901	caitlin.anderson@nebraska.gov
Jennifer Bales	Not available for incoming calls	jennifer.bales@nebraska.gov
Joan Johnson	402-471-3985	joan.johnson@nebraska.gov
Lisa Wolfe	402-471-6357	lisa.wolfe@nebraska.gov

10. Who should the Department of Motor Vehicles contact if there are issues regarding an agent or agency (name/phone number/email address):

CONTACT NAME	DIRECT PHONE NUMBER	DIRECT EMAIL ADDRESS

11. Do you allow SR filings in Nebraska for drivers that live in another state (if you do, the filing must be submitted from your home office – we will not accept agent issued filings for out-of-state drivers) – select applicable:

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

12. If we need to return the SR filing for any reason, who should it be sent to (name/complete mailing address):

CONTACT NAME	STREET ADDRESS	CITY/STATE/ZIP CODE

13. List of all personnel authorized to sign filings (please try and limit to no more than five):

PRINTED NAME	SIGNATURE AS IT WOULD APPEAR ON THE FILING

14. Person submitting authorization letter:

Typed Name:	
Signature:	
Title of Position with company:	
Direct Phone Number:	
Direct Email Address:	

Contact Lisa Wolfe at lisa.wolfe@nebraska.gov for any questions concerning completion of this authorization letter.

MAIL THE COMPLETED COPY TO:

DEPARTMENT OF MOTOR VEHICLES
 PO BOX 94877
 LINCOLN NE 68509 4877