

Nebraska Department of Motor Vehicles – Signature Authorization Letter

Effective Date:	
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1. Insurance Companies Covered:

Please list all insurance companies you submit Nebraska SR filings for. If more than five, please attach an additional sheet listing the remaining companies.

NAIC NUMBER	COMPANY NAME

2. Filing method:

How does your company submit SR filings to the Nebraska DMV? (Select one)

	Paper SR filings only
	Electronic SR filings only
	Both electronic and paper SR filings

If submitting paper filings, describe the format you will be submitting:

	Standard (3" x 5" pink/yellow form)
	Custom (attach blank SR22 & SR26 samples – <i>do not include insured info</i>)

3. Signature Format on filings (Required if you submit Paper Filings):

	Hand signed
	Ink stamped
	Pre-printed

4. Agent submissions (Required if you submit Paper Filings):

Do you allow agents to submit SR filings? (Select one)

	Yes. If yes – Agent issued filings must contain the agent return address stamp, certification effective date cannot be back dated, and must follow all applicable rules for your company.
	No. If no – do you require the SR filings to come from a specific address, if so, provide the mailing address they will be sent from in the Specific Directions section on the next page.

5. Duplicate Home Office Filings (Required if you submit Paper Filings):

If agents submit filings, does the home office also submit the same?

Yes

No

6. Policy Number Format:

The DMV can accommodate up to three policy number formats and will build edits into our system to accept only your designated format(s). Use these characters to define your policy number:

- numeric digit, \$ = numeric digit or a blank space, & = alpha character, * = alpha character or a blank space, ? = either a numeric digit or alpha character. See examples of policy numbers provided below:

EXAMPLES OF POLICY NUMBER FORMATS

SHOW YOUR ACTUAL POLICY NUMBER

FORMAT USING CHARACTERS 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 characters listed above
Personal Lines:		
Small Fleet Lines:		
Commercial Lines:		
Other:		

Specific directions: Include this type of information - if filings are mailed from a specific address, directions to the DMV 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:

[illegible]

7. Designated Support Contacts:

Provide name, direct phone number and non-generic emails. These are the only people DMV will contact about protected information.

CONTACT NAME	DIRECT PHONE NUMBER	EMAIL ADDRESS

8. Releasing Contact Information to Agents or Insureds

Can we share your designated contact(s) with agents or insured?

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

If "No", provide an alternative contact that can be released to agents or insureds:

CONTACT NAME	DIRECT PHONE NUMBER	EMAIL ADDRESS

9. Nebraska DMV Internal Contacts:

(For use by your designated contacts only. **DO NOT share externally.**)

CONTACT NAME	DIRECT PHONE NUMBER	EMAIL ADDRESS
Caitlin Anderson	402-471-3901	caitlin.anderson@nebraska.gov
Joan Johnson	402-471-3584	joan.johnson@nebraska.gov
Lindsey Lenhoff	Not available for calls	lindsey.lenhoff@nebraska.gov
Lisa Wolfe	402-471-6357	lisa.wolfe@nebraska.gov

10. Agent/Agency Contact:

Who should the DMV contact if there are issues with an agent/agency?

CONTACT NAME	DIRECT PHONE NUMBER	EMAIL ADDRESS

11. Out-of-State Filings:

Does your company 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. Return Mail Contact (Required if you submit Paper Filings):

If we need to return a paper SR filing, where should we send it?

CONTACT NAME	STREET ADDRESS/BOX NUMBER	CITY/STATE/ZIP CODE

13. Authorized Signers (Required if you submit Paper Filings):	
List up to five people authorized to sign paper SR filings:	
PRINTED NAME	SIGNATURE AS IT APPEARS ON FILING (CANNOT BE TYPED)

14. Submitted By:	
Typed Name:	
Signature (required):	
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