

Requirements for Application for Certificate of Authority for a Motor Club Service Company.

1. Complete the application on the Department's online portal. No signatures are required but it does require the attestation of two officers of the company as the accuracy of the information submitted.
2. You will need to provide the following information:
 - a. Name and address of applicant
 - b. Federal ID number of applicant
 - c. Contact name, phone number, and email
 - d. What services the motor club intends to offer
3. You will need to upload the following information:
 - a. A certified copy of the company's articles of incorporation or charter and the by-laws
 - b. If a corporation, a certified copy of the certificate of authority or certificate of good standing from the Secretary of State
 - c. The most recent financial statement certified by two principal officers
 - d. A plan of operation which includes copies of
 - Application for membership
 - Proposed membership certificate or id card
 - Any individual insurance policy or group certificate to be offered
 - Any motor club service contract to be issued
 - e. A listing of all officers and directors and resumes of each. The resume shall include:
 - Individual's name and address
 - Principle occupation and all offices and positions held in the last 10 years
 - Any criminal convictions other than minor traffic violations, for the past 10 years.

4. An application fee of \$100.00 which is payable when the application is submitted.
5. A financial deposit of \$50,000 in acceptable securities must be deposited with the Department. At this time, a list of securities and their market value will be sufficient for our preliminary review. A list of eligible securities can be found in Neb. Rev. Stat. §44-319.01. In lieu of a securities deposit, a bond executed by a Nebraska authorized insurer will be sufficient. If a bond is used, the form must be uploaded with the application or mailed to the Department.