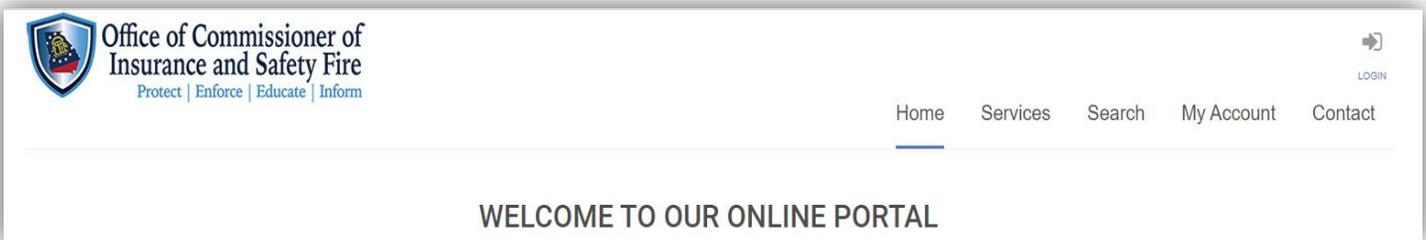




**Instruction to apply for a NEW OCI Professional License using the OCI Online Portal**

Here you will find the instructions to apply for an OCI Professional License. Please follow these steps carefully to properly submit your license request to the Office of the Commissioner of Insurance and Safety Fire using the [OCI Online Portal](#). **Applying for your license using the portal must be done in 3 parts. Part 1** create your OCI Online Portal Account. **Part 2** gather the required documents needed to apply for your specific professional license, then scan and save those documents on your computer so they are ready for upload. **Part 3** apply for your license and pay online. All instructions are listed below.



**Part 1 Instructions (Creating an OCI Citizenserve Account)**

\*Please note if you already have an OCI Citizenserve Account skip phase 1, gather your required document, login to your account using your username and password, apply for your license and pay.

Step 1	Open the following link by copying and pasting the link into your browser or by clicking on the link: <a href="https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&amp;ctzPagePrefix=Portal_&amp;installati onID=360">https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&amp;ctzPagePrefix=Portal_&amp;installati onID=360</a>
Step 2	Click on Login or My Account located on the top right corner of the OCI Citizenserve Portal Webpage
Step 3	Click Register Now
Step 4	Choose your Registration Type
Step 5	Complete all required fields including your mailing address
Step 6	Click the SUBMIT button at the bottom of the page then click OK
Step 7	You will receive a Confirmation email confirming the creation of your account
Step 8	Login to your account using your Username & Password. Click Service to see all the service we offer
Step 9	Maintain your Username & Password in a secure location where you have access to it

**Part 2 Instruction Gather Your Required Documents**

Step 1	Gather the required documents ( <a href="#">Citizenship Affidavit</a> , <a href="#">Consent Form</a> , Identification, and any required forms) needed to apply for your specific professional license.
Step 2	Scan and Save documents on your computer for uploading later to your online account



## LICENSES

Home / Services / Licenses

Apply online

### Part 3 Instructions: How to Apply for an OCI Professional License

Step 1	Click Services then click License in the upper right corner of the <a href="#">OCI Online Portal</a>
Step 2	Select your Application Type you are applying for
Step 3	Complete the required fillable fields
Step 4	Upload all required documents
Step 5	Sign your application with your computer mouse or digital pen
Step 6	Click the SUBMIT button at the bottom of the page then click OK
Step 7	Follow the prompts to submit payment by e-check, credit or debit card
Step 8	Submit your payment
Step 9	You will receive a Confirmation email confirming your application has been received and is under review
Step 10	You will receive another confirmation email confirming your license was approved
Step 11	<p>Print your License</p> <ul style="list-style-type: none"> <li>• Click <a href="#">My Account</a></li> <li>• Click View My Request</li> <li>• In the drop-down box click View My License</li> <li>• Click Issued</li> <li>• Select the <a href="#">License#</a> highlight in blue</li> <li>• Click Documents</li> <li>• Click on the <a href="#">License Certificate.pdf</a> you want to print</li> <li>• The file will auto download to your computer and appear at the bottom of the page</li> <li>• Click Open File, print and save a copy to your computer with your business records</li> </ul>