Division of Insurance

How to Complete the UCSP Form

This form was developed as a result of communications and recommendations from several states as a uniform form for designating a registered agent for service of process. Reference is made to §10-3-107, C.R.S. dealing with Colorado requirements for service of process on insurers.

Colorado domiciled insurance companies must file information on their registered agent for service of process with the Colorado Secretary of State. The Uniform Consent to Service of Process is inapplicable.

Insurers domiciled in a state other than Colorado must complete and file the Uniform Consent to Service of Process form upon initial licensure, a change in the information previously provided or when filing certain Corporate Amendments. Generally insurers domiciled outside of Colorado will appoint the Commissioner of Insurance as the company's agent for service of process in Colorado UNLESS they have an approved Colorado Regional Home office. In this case they will appoint another entity/person (Resident Agent) within Colorado to receive service of process and notify the Commissioner of the identity in Exhibit A of the Uniform Consent to Service of Process.

When completing this form, the following tips should be taken into consideration:

- Exhibit A

- Upon designating the Commissioner of Insurance as the registered agent for service of process in accordance with §10-3-107 (1), C.R.S. the information to be included in Exhibit A must be the information for an entity physically located in Colorado selected by the insurance company to receive a copy of any process served upon the Commissioner as the registered agent for the insurance company.

- When designating a Resident Agent (for use when the company has an approved Colorado Regional Home Office) as the agent for service of process in accordance with §10-3-107 (1.5), C.R.S. the information to be included in Exhibit A must be the information dealing with the resident agent (same as registered agent) for service of process physically located in Colorado.

- The Board of Directors resolution must be the one included in the UCAA Uniform Consent to Service of Process form (page 3). Substitute resolutions are not acceptable.

- Make sure to sign and initial in the appropriate places on the form.