



## **Instructions for Providing a Bond Rider (9/8/2021)**

To provide a rider to a bond (or letter of credit) that is already in place, contact the financial institution who issued the original assurance. Have them provide an original letter to the OCD by regular or overnight mail (not by email) on the institution's letterhead which minimally contains the following:

The name of the bonded company

The original bond number, type, and amount

The amount being added or reduced

The date the rider is effective

The rider must be notarized and contain the signature of one or more authorized officer of the financial institution.

If the name of your company is changing, all existing financial assurance must be re-issued in the new name of the company rather than by issuance of a rider. You also must have a previously approved form C-146 for an operator name change that was filed using OCD's electronic permitting system.