

Renewal Applications:

Per Title 36 O.S. Section 1450(E): The administrator's license shall continue in force no longer than twelve (12) months from the original month of issuance.

New for the TPA License Renewal filings: the Oklahoma Insurance Department is encouraging all Third Party Administrators to use an electronic option for license renewal through OPTins. Paper checks with required documentation will still be accepted, but may not be accepted for future years as we continue to phase out paper-based processes.

If paying electronically using OPTins, please follow these steps:

- Register and/or Login with OPTins at www.optins.org or by calling 816-783-8990
- Once registered elect the “Filings” tab, then “Create Filing,” enter the filing year, select “Oklahoma Regulated Entities” as the state, and choose either “Third Party Administrator (firm) or (individual)” as the Company Type. Note: use firm if filing for a company and individual for an individual.
- Download license renewal form, complete, and then upload it along with all other required documentation.
- Proceed to the payment screen to submit your payment

All questions regarding OPTins will need to be directed to OPTins at the number above. All other questions will continue to be directed to the Oklahoma Insurance Department.

If filing by paper include the following documents with the renewal application.

___ **Completed Renewal Application.**

___ **TPA Surety Bond**

Please include the bond continuation certificate/verification form or proof that the bond has been renewed for the Third Party Administrator surety bond. (If the bond has been changed, please attach a copy of the new bond.)

___ **Proof of Third Party Licensure in Home State**

If home state does not license TPAs please indicate a home state and provide proof the TPA is licensed there. Please see TITLE 36 O.S. § 1450(B) for home state requirements.

___ **A list of names and addresses** of the insurers and/or funds the TPA has contracted with in accordance with Title 36 O.S. §1450(E). (Agreements are not required to be submitted to the OID).

___ **Copy of any administrative action(s)** from any state since last renewal, if not already submitted

___ **Fee of \$100 per license**, if late add \$100 for late fee per TITLE 36 O.S. § 1450(E)

Oklahoma Insurance Department

Attn: DeAnn Robinson • 405-521-6648 • deann.robinson@oid.ok.gov
5 Corporate Plaza, 3625 NW 56th St, Suite 100, Oklahoma City, OK 73112

Application for Renewal of Third Party Administrator License (Corporate and Individual)

Name on License: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

License Number _____ Expiration Date: _____ Phone: _____

Submit TPA Information Change Form for all changes. FEIN: _____

This application will be returned if the following questions are not answered and if all documents are not included

1. My name / entity name and address above have been verified and any needed corrections have been made
 Yes
 No
2. If a Business entity, has the corporation, any owner or principal, received any administrative action from any state since last renewal?
 Yes (If yes, attach court documents)
 No
 - a. If individual, have you been convicted of, pled guilty or nolo contendere to either a felony or misdemeanor involving moral turpitude or had any administrative action from any state since your last renewal?
 Yes (If yes, attach court documents)
 No
3. Please submit, with this application a list of names and addresses of the insurers or funds with whom the TPA has contracted with in accordance to Title 36 O.S. §1450(E). (Do Not submit agreements).
4. Please include the bond continuation certificate/verification or proof that the bond has been renewed for the Third Party Administrator surety bond. (If the bond has been changed, please attach a copy of the new bond.), per Title 36 O.S. §1448. ****Note: Individuals can now operate using the company's bond**
5. Please provide proof of Third Party Administrator licensure in the "home state" per O.S. Title 36 Section 1450(B).
6. Please indicate the status of the TPA individual:
 Entity is organized as a corporation or LLC and no longer needs an individual license
 The entity is organized as a partnership and is required to maintain an individual license. Please list the partners licensed as TPA individuals
 Entity is organized as a corporation or LLC, however wishes to maintain the individual license.
7. Sign form and attach check/money order that will serve as a receipt (and certification if required).
8. Please list the name and phone number of the person we should contact should questions arise:
Name: _____ Phone #: _____
Email address: _____

ALL FEES ARE BY LAW DEEMED EARNED AND ARE NON-REFUNDABLE

(Signature)

(Date)

Please Complete: Paid \$ _____ Check Money Order # _____ Dated: _____