



OKLAHOMA INSURANCE COMMISSIONER
STATE OF OKLAHOMA

Check List for Entity and/or Individual initial Third Party Administrator License

Entity TPA License

- ___ **Application for a Corporate License-** (complete Application for Corporate license as Third Party Administrator, Form: TPA-2)

- ___ **National Association of Insurance Commissioners (NAIC) Biographical Affidavits-** required for officers, directors, key management and any person acquiring ten percent (10%) or more controlling interest in any TPA. Per TITLE 36 O.S. § 615.2 and TITLE 36 O.S. § 1450 (C). The Affidavits can be obtained from the NAIC website at: http://www.naic.org/industry_ucaa.htm. UCAA Form 11.

- ___ **Third-Party Vendors for Background Reports** (in addition to the NAIC Biographical Affidavits)- TITLE 36 O.S. § 615.2 requires The Biographical Affidavit to be certified by an independent third party. The statute defines "independent third party" as "...one that has no affiliation with the applicant and is in the business of providing background checks or investigations".
** "The Business Character Report must be current and shall not be older than one (1) year." **
Link for approved Third-Party Vendors: http://www.naic.org/industry_ucaa.htm

- ___ One **Bond** in an amount not less than **Ten Thousand Dollars (\$10,000)** made payable to the People of Oklahoma- (Please use the attached bond sheet listed under the Third Party Administrator Licensing Packet (TPA1 & TPA2). (It has recently been determined that an individual and company can both operate off of one bond). Please also see O.A.C. 365:25-3-12(f).
Link to Rule: <http://www.ok.gov/oid/documents/PER%20C25%20with%20Appendices.pdf>
(scroll down in the body of the document to find rule 365:25-3-12, subsection f.)

- ___ **Articles of Incorporation and Bylaws**
or **Articles of Organization and Operating Agreement**

- ___ **Certificate of Authority from the Oklahoma State Secretary-** (405-521-3912). Demonstrating the Entity has filed and has been approved by the Oklahoma Secretary of State to operate in Oklahoma.

- ___ **Proof of Third Party Licensure in Home State.** If home state does not license TPAs please designate another state that has adopted the Third-party Administrator Act or a substantially similar law governing third-party administrators and please provide proof the TPA is licensed in that state. Please see TITLE 36 O.S. § 1450(B) for home state requirements.

- ___ **Fees:** Each license requires a \$100 fee.
(\$100 for the individual application and \$100 for the corporate application)

Form: TPA Checklist
01/2011 (sdo)



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**Individual TPA License
Per TITLE 36 O.S. § 1450 (C):**

- An entity organized as a company or limited liability company or corporation is no longer required to maintain an individual TPA license.**
- However, if the entity is organized as a partnership or a limited liability partnership, “each general partner shall be named in the license and shall qualify therefore as though an individual licensee.” As a result, each partner in the partnership must obtain a TPA license.**

___ **Application for an Individual License- (for partners of TPA companies only)**
(complete Application for individual Third Party Administrator license, Form: TPA-1)

___ Please provide proof that the individual is licensed as a TPA in the home state.
If the home state does not license TPAs please designate a home state and provide the license.
Please see TITLE 36 O.S. § 1450 (B) for home state requirements

___ Please provide a copy of the \$10,000 bond (see above for more information)

**In the Event of a Name Change,
Please send the following list of documents.**

- ___ New Corporate Application
- ___ New Individual Application (if individual is changing)
- ___ Amended Articles of Incorporation or Organization and Bylaws or Operating Agreement
- ___ Acknowledgement of the name change from the Insurance Department the company is licensed in.
- ___ Certificate of Authority and other name change documents provided from the Oklahoma Secretary of State demonstration the name has been changed.
- ___ Bond rider or new bond showing new name
- ___ If desired:
 - ___ A written request for a duplicate license reflecting new name
 - ___ Payment of \$50.00 (one-half of the original license fee).

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