



BIOGRAPHICAL AFFIDAVIT CHECKLIST

For Continuing Care Retirement Communities (CCRCs)

- I. [Biographical Requirements](#)
- II. [Important Tips for Biographical Affidavits](#)

Company Licensing & Registration is given authority to inquire into the competence and fitness of the officers and directors of insurers. Please see:

- Texas Insurance Code, Chapter 801, Subchapter C (Competence, Fitness, or Reputation).
- Texas Administrative Code, Title 28, Part 1, Chapter 1, Subchapter D—Effect of Criminal Conduct.
- Texas Government Code 411.106—Access to Criminal History Record Information: Texas Department of Insurance.

Biographical affidavits are required when a change occurs to a company's officers or directors at any time throughout the year.

The forms referenced may be found on our [forms website](#).

These instructions are for Continuing Care Retirement Facilities ONLY.

Section I: BIOGRAPHICAL REQUIREMENTS

Biographical affidavits are required for the President, Secretary and Treasurer, and all directors, trustees or partners.

We **DO NOT** require biographical affidavits for Vice Presidents or Assistant-officers.

We **DO NOT** require fingerprinting for CCRCs.

There is no fee for this filing.

In addition, please use [CCRC form 4, Biographical Data Form \(FIN385\)](#) or [CCRC form 4A, Biographical Data Form for a Not-for-Profit CCRC \(FIN386\)](#).

Section II. IMPORTANT TIPS FOR BIOGRAPHICAL AFFIDAVITS

Company Licensing & Registration encounters typical deficiencies which require correction. Please be sure the affidavits submitted have:

- Company name correctly listed. If the officer/director is elected to the same position for more than one company, make sure all company names are listed. Group names are not acceptable.
- All questions answered. If questions do not apply, please indicate "N/A." If questions are left blank, we must assume they were overlooked, and they will require correction.
- Position correctly listed. We cannot enter a position in our database if it is not listed on the affidavit.
- Applicant MUST sign. In addition, the affidavit must be notarized. We will accept copies as long as they are legible and dated within 3 years (and all other information is still current).
- If a current officer has been elected to a new position, an affidavit reflecting the new position is required.

We do not require fingerprinting for CCRCs. DO NOT SEND FINGERPRINT CARDS TO THE TEXAS DEPARTMENT OF INSURANCE. If we receive fingerprint cards, we will shred them or return them to you at your expense.

For questions or more information, please contact our Admitted Team at (512) 676-6385 or by email at CompanyLicense@tdi.texas.gov

Submit completed documents to:
Texas Department of Insurance
Company Licensing & Registration, 305-2C
PO Box 149104
Austin, TX 78714-9104

Physical address:
333 Guadalupe Street
Austin, TX 78701