

## **Renewal Applications:**

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

**Please include the following documents with the renewal application.**

\_\_\_ **Completed Renewal Application.**

\_\_\_ **Bond**

Please include the bond continuation certificate 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.

\_\_\_ **List of names and addresses** of the persons with whom the administrator has contracted in accordance with Title 36 O.S. §1450 (E). (Agreements are not required to be submitted to the OID).

\_\_\_ **Copy of administrative action(s)** from any state since last renewal, if any

\_\_\_ **Fee of \$100 per license**

# Oklahoma Insurance Department

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

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

Name on License: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If new address, please check box. Phone: \_\_\_\_\_ 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 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
  - a. 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
3. Please submit, with this application a list of names and addresses of the persons with whom the administrator has contracted in accordance with Title 36 O.S. §1450 (E). (Agreements are not required to be submitted to the OID).
4. "Every administrator shall be bonded", Please include bond information, per Title 36 O.S. §1448.  
**\*\*Note: Individuals can now operate using the company's bond**  
 Please include the bond continuation certificate 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.)
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: \_\_\_\_\_