

OKLAHOMA INSURANCE DEPARTMENT THIRD PARTY ADMINISTRATOR (TPA) CHECKLISTS

REQUIREMENTS PERSUANT TO:

Title 36 O.S. §§ 1441 through 1452
O.A.C. 365:25-3-12(f)

New Application Process

1	Electronically Signed Application Completed Through OPTins (Paper applications are no longer accepted per Oklahoma Code.)	Title 36 O.S. § 1450(D)	
2	Payment of Application Fee \$100.00 Paid Through OPTins	Title 36 O.S. § 1450(D)	
3	Must be legal entity: Corporation, LLC, Partnership, LP, or other legal entity	Title 36 O.S. § 1450(C)	
4	Copy of Articles of Incorporation / Organization and Bylaws, or Partnership Agreement or LLC Operating Agreement	Title 36 O.S. § 1450(C)	
5	Must be registered with Oklahoma Secretary of State, need Certificate of Incorporation or Organization or Cert of Authority	Title 18 O.S. § 1130	
6	List of Owners, Officers, & Directors (This includes all officers, directors and key managerial personnel of the Applicant Company and individuals with a ten percent (10%), or more, beneficial ownership in the Applicant Company and the Applicant Company's ultimate controlling parent (Affiant).	Title 36 O.S. § 1450(C)	
7	Completed Biographical Affidavits for each person named in above list	Title 36 O.S. § 1450(C) Title 36 O.S. § 615.2	
8	Background/Business Character Reports for each biographical affidavit submitted from an approved third-party vendor on NAIC list (http://www.naic.org/documents/industry_ucaa_third_party.pdf), OKLA. STAT. TIT. 36 §1450 C & §615.2)	Title 36 O.S. § 1450(C) Title 36 O.S. § 615.2	
9	Need list of insurers or trusts the TPA has or will have an agreement with	Title 36 O.S. § 1450(E)	
10	Must have Surety Bond in an amount not less than \$10,000 in favor of Oklahoma Insurance Commissioner	Title 36 O.S. § 1448 O.A.C. 365:25-3-12(f)	
11	Copy of TPA Licensure in Home State and Certificate of Good Standing or screen shot from home state licensing database reflecting the current date to verify the TPA Licensure is active	Title 36 O.S. § 1450(B) & B(1)	
12	Notification of any Administrative Action in other states, including a copy of paid fines or fees and a statement summarizing same.	Implied by Title 36 O.S. § 1450(F)	

Annual Renewal Process

1	Electronically Signed Application for Renewal of TPA License Completed Through OPTins (Paper applications are no longer accepted per Oklahoma Code.)	Title 36 O.S. § 1450(E)	
2	Payment of Renewal Fee \$100.00	Title 36 O.S. § 1450(E)	
3	Notification of any Administrative Action in other states, including a copy of paid fines or fees and a statement summarizing same.	Implied by Title 36 O.S. § 1450(F)	
4	List of insurers or trusts the TPA has or will have an agreement with	Title 36 O.S. § 1450(E)	
5	Continuance Verification Certificate of Surety Bond in an amount not less than \$10,000, in favor of Oklahoma Insurance Commissioner, reflecting the effective dates of the Surety Bond (paid up dates for the period)	Title 36 O.S. § 1448 O.A.C. 365:25-3-12(f)	
6	Certificate of Good Standing or screen shot from home state licensing database reflecting the current date to verify the TPA Licensure remains	Title 36 O.S. § 1450(B) & B(1)	
7	Check for notification w/ renewal of change in corporate officers/directors, must have biographical affidavit and background report for each new addition.	Title 36 O.S. § 1450(C) Title 36 O.S. § 615.2	
8	Verification of renewal of associated Individual TPA License or Corp TPA License if applicable. (A TPA license for an individual is no longer required unless the TPA is organized as a Partnership.)	Title 36 O.S. § 1450(C) (If Applicable)	
9	Most current annual report must have been filed through OPTins and bond requirement must be in accordance with O.A.C. 365:25-3-12(f)	Title 36 O.S. § 1452 365:25-3-12(f)	O.A.C.