

OKLAHOMA INSURANCE DEPARTMENT

FIVE CORPORATE PLAZA
3625 NW 56TH, SUITE 100
OKLAHOMA CITY, OK 73112



REGULATED INDUSTRY SERVICES
PHONE: 405.521.2828 | OPT.7
WWW.OID.OK.GOV

GLEN MULREADY
INSURANCE COMMISSIONER

THIRD-PARTY ADMINISTRATOR NAME CHANGE REQUIREMENTS

NOTE: These instructions apply ONLY when the FEIN remains the same. In the event the FEIN is changing, the entity would be required to apply for a new TPA license and surrender the old license.

New TPA name: _____

Old TPA name: _____

TPA License: _____ FEIN #: _____

Please mail or email the following list of completed documents with this checklist.

- New TPA Application (Application forms are found in OPTins)
- Updated Officers and Directors List
- Amended Articles of Incorporation or Organization and Bylaws or Operating Agreement
- Written acknowledgement or Certificate of Good Standing reflecting the name change from the **domicile state insurance department** where the TPA is licensed.
- Certificate of Authority and other name change documents provided from the **Oklahoma Secretary of State** demonstrating the name has been changed.
<https://www.sos.ok.gov/business/default.aspx>
- Bond Rider or New Bond Reflecting the New Name

If desired, a duplicate license reflecting the new name can be requested. A fee of \$50.00 (one-half of the original license fee) must be included with the written request. The check must be payable to the Oklahoma Insurance Department. Mail the written request and fee to the Regulated Industry Services Division at the address on the bottom of this page.

If you have any questions, please feel free to contact Jeanette Pearce by email at jeanette.pearce@oid.ok.gov or call 405-521-6651.