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oid.ok.gov

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.

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.