



Mike DeWine, Governor
Jon Husted, Lt Governor

Department
of Insurance

Tynesia Dorsey, Interim Director

Third Party Administrator (TPA) License Renewal Application Checklist

ORC Chapter 3959. and OAC Rule 3901-8-05

Licensing Division, 50 W Town Street, 3rd Floor - Suite 300, Columbus OH 43215
614-644-2665 | 614-387-0087 (Fax) | insurance.ohio.gov

All Applicants:

- Non-refundable filing fee of \$300.00. (Check or money order made payable to the “State of Ohio Treasurer”.)
- Completed Third Party Administrators (TPA) License Renewal/Continuation Application (Form INS3212 or INS3213).
- Proof that the TPA carries all insurance and bonds required by ORC 3959.11(C) as provided for and mandated by the “Employee Retirement and Income Security Act of 1974, (ERISA)” 88 Stat. 829, 29 U.S.C. 1001, as amended, and they are maintained continuously in force. The proof must include the name of the license holder. [OAC 3901-8-05(G)(1)]
- Proof that the TPA carries professional liability/errors and omissions (E&O) insurance for TPA activities as required by ERISA. The proof must include the name of the license holder.

Business Entity Applicants:

- Add the following information in the section of the application asking for identification of at least one Designated/Responsible licensed Producer.
TPA RDA Agent – SSN 888-38-8888 (National Producer Number (NPN) # 16394152)
- Include any change of officers, directors, partners, members, or trustees, or any change of shareholders or other owners or members holding five per cent or more of ownership, and any change of the business, mailing, and email addresses that has occurred since the last application, and has not been previously reported to the department. [OAC 3901-8-05(G)(5)]
- Applicants must be registered and in good standing with the Ohio Secretary of State. Contact the Ohio Secretary of State at (877)767-6446 or www.sos.state.oh.us for questions about registration.

Additional Requirements for Non-Resident Applicants:

- Provide proof of home state status by providing one of the below documents:
 - Copy of the current home state certification or its equivalent, dated within ninety days of the application, or a copy of the current license issued in the third party administrator’s United States state of domicile. [OAC 3901-8-05(G)(3)]; **or**
 - Documentation from the home state affirming that third party administrators are not required to be licensed in the home state. (Only if the non-resident’s home state does not provide for licensing of third party administrators.) Renewal applicants with no home state license requirements must satisfy the licensing requirements and all applicable Ohio statutes and regulations in order to receive a license in Ohio. [OAC 3901-8-05(G)(4)]
- Provide proof of registration and good standing with the Secretary of State in the state of domicile. OAC Rule 3901-8-05(F)(2).

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**