

**Third Party Administrator (TPA) License and
Registration Application Submission Instructions – Paper Process
Life & Health Division
North Carolina Department of Insurance**

APPLICATIONS

Regular Mail – Send Applications To:

Life & Health Division, 1201 Mail Service Center, Raleigh, NC 27699-1201

Overnight Mail (ONLY) – Send Applications To:

Life & Health Division, 430 N. Salisbury Street, Raleigh, NC 27603

◆ **INITIAL AND RENEWAL LICENSE APPLICATION FORMS**

- TPA License Transmittal (TPATRN)
- TPA License Application (TPAAPP)
- TPA License Questionnaire (TPAQSN)
- TPA Biographical Affidavit (TPABIO)
- TPA Internal Control (TPAICT)
- TPA Power of Attorney for Company (TPAPOA)
- TPA Power of Attorney for Partnership (TPAPPA)

◆ **INITIAL REGISTRATION APPLICATION FORMS**

- TPA Registration Transmittal (TRANSMTREG)
- TPA Registration Application (TPAREGAPP)
- TPA Internal Control (TPAREGICT)

◆ **RENEWAL REGISTRATION APPLICATION FORMS**

None.

General Information – TPA Applications

- Refer to the Transmittal document for a list of all material which is required to be submitted with an initial or renewal license application or an initial registration application.
- A renewal registration application requires only the submission of a letter affirming the TPA's continued operations in this State as outlined in NCGS 58-56-51(f), unless the TPA's operations have changed significantly.
- Include a self-addressed and stamped envelope in each communication with the Department for return of the Department's communications to the TPA.
- Pursuant to NCGS 58-56-51(g), "a TPA shall notify the Commissioner of any material change in its ownership control, or other fact or circumstance affecting its qualification for a license in this State, within 10 business days after the change."