

**DOI #**

**STATE OF NORTH CAROLINA  
DEPARTMENT OF INSURANCE  
THIRD PARTY ADMINISTRATOR REGISTRATION  
TRANSMITTAL SHEET**

**INSTRUCTIONS**

To be eligible for Registration as an Administrator you must submit each of the items listed below:

1. Application for Administrator's Registration TPAREGAPP.
2. A general description of the business operations including information on staffing levels and activities proposed in this State and nationwide. The description must provide details setting forth the TPA's capability for providing a sufficient number of experienced and qualified personnel in the areas of claims processing, record keeping, and underwriting.
3. If the applicant will be managing the solicitation of new or renewal business, evidence that employs or has contracted with an agent licensed by the State for soliciting and taking applications. Any applicant that intends to directly solicit insurance contracts or to otherwise act as an insurance agent must provide proof of having a license and current with all continuing education requirements as an insurance agent in this State.
4. Internal Control Narrative Form TPAREGICT.
5. Non-domestic Administrators provide evidence of domestic state's Administrator license, certification or registration.
6. Any other pertinent information required by the rules of the Commissioner.

**MAIL TO:**

**Life and Health Division  
Third Party Administrator Unit  
North Carolina Department of Insurance**

<b>1201 Mail Service Center Raleigh, NC 27699-1201</b>	<b>430 North Salisbury Street Raleigh, NC 27603-1389 (Overnight Delivery Only)</b>
--	--

**FORM MAY BE DUPLICATED WITHOUT MODIFICATION**