



Department of Business and Industry

# Nevada Division of Insurance

1818 E. College Pkwy., Suite 103, Carson City, Nevada 89706 Phone: (775) 687-0700 Fax: (775) 687-0787 Web: doi.nv.gov

## Third-Party Administrator Application Instructions and Checklist

**The TPA application must be organized and numbered according to the Checklist or it will be returned without being reviewed.**

The application for certification of registration as an administrator must include the following items:

1. Application Fee: \$185.00 [NRS 680B.010](#), [NRS 680C.110](#)  
This fee is due at the time of filing the application, payable to the Nevada Division of Insurance.
2. Completed Application for Certificate of Registration as a Third-Party Administrator.
3. Financial Statements [NRS 683A.08522\(1\)](#), [NAC 683A.105](#)  
Financial information required with the application includes A to D below:
  - A. Financial information for the 90 days immediately preceding the date of the application (or last quarterly statement), which includes a balance sheet, income statement and statement of cash flow of the applicant. \*
  - B. Statement by an officer of the applicant certifying the 90-day financial information that corresponds to the period of the 90-day financial information. \*
  - C. A statement regarding the total expected money handled by the administrator on behalf of contracted entities during the next calendar year
  - D. Financial statements for two years preceding the application must be submitted. The requirement may be fulfilled one of the following:
    - Financial statements of the applicant that have been reviewed by an independent certified public accountant and include a balance sheet, income statement, statement of cash flow and notes to the financial statement. If the financial statements are prepared on a consolidated basis, the reports must include supplemental exhibits that have been reviewed by an independent certified public accountant and include a balance sheet and an income statement of the administrator.

- If the applicant is a wholly owned subsidiary of a parent company, the administrator may submit financial statements of the parent company that have been audited by an independent certified public accountant and a parental guaranty that is signed by an officer of the parent company and which guarantees the financial solvency of the administrator.
- If the applicant is a newly formed business, a pro forma balance sheet and a statement listing estimated income and expenses for the first year, compiled in a form which complies with generally accepted accounting principles.

\*If a parental guaranty with two years of audited financials is used for D, then all financial information must be at parent level for A, B and D above.

4. Bond - [NRS 683A.0857](#), [NAC 683A.155](#)  
The bond must be in the amount of the schedule in NAC 683A.155 but not less than \$100,000 and in favor of the State of Nevada with a 90-day cancellation clause. Power of Attorney must be attached to fully executed bond, and it must be countersigned by a resident or non-resident producer. Submit the original bond, not a copy.
5. Entity formation documents - [NRS 683A.08522\(2\)](#)  
Include documents used to create the business association of the administrator, including articles of incorporation, articles of association, a partnership agreement, a trust agreement or a shareholders' agreement.
6. Certificate of Registration - [NRS 683A.08522\(4\)](#), [NRS 600.350](#)  
Submit the certificate of registration issued pursuant to NRS 600.350 for a trade name or trademark to the applicant by the Nevada Secretary of State.
7. Organizational Chart - [NRS 683A.08522\(5\)](#)  
Submit an organizational chart that identifies ownership of the applicant and each affiliate of the applicant as well as each person who directly or indirectly controls the administrator, including the board of directors, officers, partners and shareholders who hold 10% or more of the voting stock of the administrator.
8. Biographical Affidavits - [NRS 683A.08522\(6\)](#)  
Complete a Biographical Affidavit for each person responsible for the conduct of the affairs of the applicant that is listed on the application form and on the organizational chart. This should include all officers, directors, partners or shareholders who hold 10% or more of the voting stock of the administrator.
9. Offices of the Administrator - [NRS 683A.08522\(7\)](#), [NAC 616B.448\(4\)](#) [NAC 683A.165](#)  
Submit a list with complete names and addresses of each office of the administrator, including offices located outside of Nevada. When administering workers' compensation, the administrator must have a place of business in Nevada.



10. Plan of Operation - [NRS 683A.08522\(9\)](#), [NAC 683A.115](#)

The plan of operation or business plan must include:

- The number of persons on the staff of the administrator
- The activities proposed in this state or in any other state
- The names, experience and qualifications of key member of staff
- Demonstration of the capability of the administrator to provide a sufficient number of experienced and qualified persons for the processing of claims, the keeping of records and, if applicable, underwriting. Names, experience and qualifications of key staff should be given.
- A description of facilities for handling claims and description of computer software and security
- The method used for handling inquiries from claimants



11. Bylaws - [NRS 683A.08522\(3\)](#)

Submit the company's current bylaws, rules, regulations or similar documents that regulate the administrator's internal affairs.



12. Agreements - [NRS 683A.086](#), [NAC 683A.125](#) [NRS 683A.083](#)

Submit all executed agreements with insurer(s) that the applicant has entered into pending the certification of the third-party administrator in Nevada. If no agreements exist, provide a sample agreement of the administrator. Agreements that the administrator enters into with an insurer or any other entity must be submitted within 90 days of execution.

Send all documents and fees to:

Nevada Division of Insurance  
1818 East College Parkway, Suite 103  
Carson City, NV 89706

Alternatively documents and attachments may be sent via e-mail to [TPAmail@doi.nv.gov](mailto:TPAmail@doi.nv.gov)

Contact information:

Administrators with names A-H

Shirley Choma  
Management Analyst II  
[schoma@doi.nv.gov](mailto:schoma@doi.nv.gov)  
(775) 687-0776

Administrators with names I-Z

Terri Chambers  
Chief Examiner  
[tchambers@doi.nv.gov](mailto:tchambers@doi.nv.gov)  
(775) 687-0777