



Department of Business and Industry

Nevada Division of Insurance

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Third-Party Administrator Application Checklist

See **Third-Party Administrator (TPA) – Application Instructions** for detailed information.

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](#)
2. Completed Nevada Application for Third-Party Administrator form with supporting documentation, as applicable. [NRS 683A.08522](#), [NRS 683A.08522\(4\)](#), [NRS 600.350](#)

**** Note that the financial statements of #3 and #4 below must be at the same level of the organization.**

3. Financial Statements (balance sheet, income statement, cash flow statement) as of the most recent 90 days or quarter with officer certification. [NRS 683A.08522\(1\)](#), [NAC 683A.105](#)
4. Financial statements for two years preceding the application. The requirement may be fulfilled by one of the following: [NRS 683A.08522\(1\)](#), [NAC 683A.105](#)
 - Two years of financials reviewed or audited by an independent CPA. See Third-Party Administrator (TPA) – Application Instructions for details.
 - If the applicant is a newly formed business, a pro forma balance sheet and income statement with documentation of capitalization may be submitted. Refer to the Application Pro Forma Guidelines for requirements.
5. Bond - [NRS 683A.0857](#), [NAC 683A.155](#), [NRS 679B.175](#)
6. Entity Formation Documents - [NRS 683A.08522\(2\)](#)
7. Bylaws - [NRS 683A.08522\(3\)](#)
8. Organizational Chart - [NRS 683A.08522\(5\)](#)
9. Biographical Affidavits - [NRS 683A.08522\(6\)](#)
10. Offices of the Administrator - [NRS 683A.08522\(7\)](#), [NAC 616B.448\(4\)](#), [NAC 683A.165](#), [NRS 616B.027](#), [NRS 616B.500\(2\)](#), [SB57](#)
11. Statement of License Status with Copy of Resident State License/Certificate SB57 [NRS 683A.08522\(8\)](#), [SB57](#)
12. Plan of Operation - [NRS 683A.08522\(9\)](#), [NAC 683A.115](#)
13. Agreement(s) - [NRS 683A.086](#), [NRS 683A.083](#), [SB57](#)