State of Idaho
DEPARTMENT OF INSURANCE
700 West State Street, 3rd Floor
P.O. Box 83720
Boise, Idaho 83720-0043
Phone (208)334-4250
FAX # (208)334-4398

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Renewal Application for Third Party Administrators

Your TPA license expires at midnight on December 31st. Follow these instructions to renew this license:

1. Fill out this form in it entirety.
2. Prepare a check or money order payable to the Idaho department of Insurance in the amount of the renewal fee as applicable
   - If paying on or before December 31st, pay $80.00 for the two-year renewal.
   - If paying after December 31st, up to January 31st, the fee is $160.00.
   - If you fail to meet either of the above deadlines, your license will lapse and a new application with all supporting documentation and a $300 application fee must be submitted.
3. Mail the completed form and payment to:

Idaho Department of Insurance
700 W State St Fl 3
PO Box 83720
Boise ID 83720-0043

TPA Information

Agency Name: _____ License #:_____

Address: _____

_____

Phone: _____Email: _____

I attest that this license is in good standing in the domicile state and that all administrative actions and criminal prosecutions have been timely reported to the Idaho Department of Insurance, as required by Idaho Code §41-916.

_____ Title: _____
(Signature of officer)

_____ Date: _____
(Print name of officer)

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