

Use Resident or Non-Resident “License Renewal” Function to submit the TPA Annual Report

[License Renewals | Sircon powered by Vertafore](#)

The screenshot shows the Sircon Test Environment interface. At the top left is the Sircon logo with the text "Test Environment" below it. To the right of the logo are navigation links: "Solutions", "Services", "Resources", and "About Us", each with a dropdown arrow. Further right are a help icon (question mark) and a user profile icon. The main content area features a blurred background image of people in a meeting. Overlaid on this is the text "Complete. Connected. Compliant." followed by a paragraph: "Sircon helps you save money, reduce compliance risk, and accelerate time-to-revenue by getting and keeping agents / advisors authorized to sell." Below this text is a grid of six orange buttons: "Apply for a License", "Renew or Reinststate a License", "Check Application / Renewal Status", "Print a License", "Look up Courses or Transcript", and "View a list of all services". A blue oval containing the word "SELECT" in white capital letters has a blue arrow pointing to the "Renew or Reinststate a License" button. At the bottom of the interface, there is a paragraph: "Insurance is all about relationships, and compliance is no exception. Sircon connects all of the compliance stakeholders together so that everyone knows who is authorized to sell." Below this paragraph is a white rectangular box with a thin border.

Select the **“Renew or Reinststate a License”** button.

License Renewal

 If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

RENEW INSURANCE LICENSES

Renew or reinstate an existing insurance license

[Renew Insurance Licenses](#)

RENEW ADJUSTER LICENSES

Renew or reinstate an existing adjuster license

[Renew Adjuster Licenses](#)

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SELECT

Select the **“Renew Insurance Licenses”** button.

License Renewal

i If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

RENEW INSURANCE LICENSES

Renew or reinstate an existing insurance license [Renew Insurance Licenses](#)

Are you an individual or a firm? Individual Firm

[Cancel](#) [Continue](#)

RENEW ADJUSTER LICENSES

Renew or reinstate an existing adjuster license [Renew Adjuster Licenses](#)

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The diagram consists of two blue ovals. The top oval contains the word "SELECT" in white capital letters. A blue arrow points from this oval to the "Firm" radio button in the "RENEW INSURANCE LICENSES" section. The bottom oval contains the word "THEN" in white capital letters. A blue arrow points from this oval to the "Continue" button in the same section.

Select the **"Firm"** and then click **"Continue."**

License Renewal

Renewal State * Required

- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas**
- U.S. Virgin Islands
- Utah

Select "Texas."

** We accept VISA, MASTERCARD, AMERICAN EXPRESS. Electronic checks. **

The information on the following pages may include information from the National Insurance Producer Registry's Producer Database and may contain information subject to the National Insurance Producer Registry's Privacy Policy. A Summary of Consumer Rights is provided [Here](#) and is available for download.

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Select "Texas" from the Renewal State drop down menu.

For Resident (Texas Domiciled) License Renewals:

License Renewal

Renewal State * Required
EIN * Required
Resident State * Required
Resident License Number * Required

Don't have a resident license? [Search for a specific license](#)

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Complete the required information, including the Texas license number, and click "Continue."

For Non-Resident (Not Domiciled in Texas),
Click on the "Search for a specific license"

Fill out the required data, including the **Texas license number** being renewed.

For Non-Resident (Not Domiciled in Texas) License Renewals:

License Renewal

Renewal State * Required

EIN * Required

License Number * Required

[Return to Resident License Search](#)

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Complete the required information, including the Texas license number, and click "Continue."

Fill out the required data, including the **Texas license number** being renewed.

License Renewal

████████████████████

Please review the selected items you wish to renew. Note: Some States do not have Qualifications available for renewal. For these states, all associated Qualifications will be renewed when the License is renewed.

Texas License Renewals

Action	License Type	Lic. Number	Exp. Date
<input checked="" type="checkbox"/> Renew	Third Party Administrator	██████████	06-30-2023

Back Continue Cancel

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Verify the data presented, then click "Continue."

Verify data presented, then click "Continue".

License Renewal

████████████████████

License Fee Summary

The expiration date shown here is for the current renewal cycle only. The updated expiration date will appear when printing the license.

License Renewals for Texas	Lic. Number	Exp. Date	State Fee
Third Party Administrator	██████████	06-30-2023	* \$200.00

**The state fees for this renewal are estimated. The final fees will be determined after all data has been entered.*

Confirmation Email Address

Email Address * Required

Verify the data presented, then Provide your email address

NOTE: The expiration date shown is the **TPA Annual Report due date** for Texas Third Party Administrator licenses.

Texas Third Party Administrator Renewal Questions

** All questions are required.*

Question 1

NOTE: For Questions 1a, 1b, and 1c "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence or a fine.

If you answer yes to any of these questions, you must attach to this application:

- a) a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

Question 1A

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, been convicted of, or is currently charged with, committing a misdemeanor or had a judgment withheld or deferred for a misdemeanor which has not been previously reported to this insurance department?

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in juvenile court.)

- No
- Yes

Question 1B

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of, or is currently charged with committing a felony or had a judgment withheld or deferred for a felony which has not been previously reported to this insurance department?

You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court.)

- No
- Yes

Question 1B1

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?

- No
- Yes
- Not Applicable

Question 1B2

If so, was consent granted? (Attach copy of 1033 consent approved by home state.)

- No
- Yes
- Not Applicable

Answer all questions **carefully**.
Attach any required documentation to this application **AFTER** you submit the application.

Question 1C

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of or is currently charged with a military offense which has not been previously reported to this insurance department?

- No
- Yes

Question 2

Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license, or registration, which has not been previously reported to this insurance department?

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation, sanctioned or surrendering a license to resolve an administrative action.

"Involved" also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license; identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

- No
- Yes

Question 3

Please enter the Third Party Administrator's primary contact business email address below.
The TPA's record will be updated to reflect the primary business email contact listed below.

Question 4

An email address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is confidential and not subject to disclosure. Tex. Gov't Code §552.137(a). However, a member of the public's email address may be released if the member of the public affirmatively consents to disclosure of the email address. Tex. Gov't Code §552.137(b).

Does this Third Party Administrator grant consent to public disclosure of their primary contact email address?

- No
- Yes

Answer all questions carefully.

Attach any required documentation to this application after you submit the application.

Question 5

Is this Third Party Administrator claiming an Exemption from filing an Audited Financial Report with their Annual Report?

- No
- Yes

Question 5A

Has the Third Party Administrator received less than \$10 million in compensation for providing administrative services in Texas during the preceding calendar year?

- No
- Yes
- Not Applicable

Question 5B

Will a copy of a current Financial Statement be attached to this transaction?

- No
- Yes
- Not Applicable

Question 5C

Will a copy of a Completed, Notarized, [Certification of Financial Statement for Administrators - FIN490](#), that is verified by an officer or other comparable responsible person of the administrator, been attached to this transaction?

- No
- Yes
- Not Applicable

Question 6

Will a copy of an Audited financial Statement be attached to this transaction?

- No
- Yes

Question 7

Will a copy of the completed [TPA Annual Report Workbook](#) (Microsoft Excel file), or [Annual Report form for Administrators, TDI Form FIN486](#) and [Annual Report Exhibits A-E, TDI Form FIN488](#) be submitted with this transaction?

***** Exclude the Tab FIN487 on the TPA Annual Report Workbook*****

- No
- Yes

Question 8

Will a certification page on Company letterhead, signed by an Officer, Partner, or Sole Proprietor, be attached to this transaction attesting that the information provided is true, and correct?

This document must be attached, or the transaction cannot be processed.

- No
- Yes

Answer all questions
carefully.

Attach any required
documentation to
this application after
you submit the
application.

Attestation for Texas

By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. **You may report such information by scanning and electronically attaching the required documentation directly to your renewal application from the confirmation page.** Federal law (18 USC 1033), prohibits an individual from engaging in the business of insurance if they have been convicted of a crime involving dishonesty or breach of trust without express written consent of a commissioner of insurance.

I certify that all the information provided with this transaction are true and correct.

In Addition, for Life Settlement Broker or Providers

I certify that the account status issued by the Texas Comptroller of Public Accounts reflects that the licensee is in good standing or temporary good standing
or

I certify that the licensee is not subject to the Texas Tax Code Chapter 171;
and if a **life settlement broker**,

I certify that the life settlement broker and each owner, partner, director, member, officer, and designated employee named in the application or in any supplement to the application, who perform acts of a life settlement broker under **Insurance Code §1111A.002(2)**, has completed training equivalent to that required of individual brokers under **§3.1723** of this title (relating to Course and Training Requirements for Brokers), unless the individual is exempted under **§3.1723(c)** of this title or has been associated with the license holder for less than two years.

For SFMO Renewals Only:

In applying for a renewal of an SFMO industry certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed. I hereby authorize the Texas State Fire Marshal or his representative to enter, examine, and inspect any premises, building, room, or establishment used by my firm while engaged in the business the firm is licensed for, to determine compliance with the provisions of the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed.

For Public Insurance Adjuster renewals only:

I will attach a copy of my public insurance adjuster contract and proof of financial responsibility with this submission.

For Utilization Review Agents (URA and URAREG)

I have read and understood the URA application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the type of utilization review that the applicant is performing in Texas (**Texas Insurance Code, Chapters 4201 and 1305, TDI rules, Texas Labor Code provisions, and DWC rules**).

I attest that the applicant has written policies and procedures that comply with all URA statutes and rules. I understand that TDI may request, at any time, copies of all written policies and procedures that were not submitted with this renewal application.

For Independent Review Organizations (IRO)

I have read and understood the IRO application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the independent review that the applicant is performing in Texas (**Texas Insurance Code, Chapters 4202, TDI rules, Texas Labor Code provisions, and DWC rules including 28 TAC 133.308**).

I attest that under penalty of applicable law that the applicant is not a subsidiary of, or in any way owned or controlled by, a payor or a trade or professional association of payors. I further state that I understand this to be a condition of licensure and any violation of this prohibition will result in forfeiture of certification as an Independent Review Organization and other administrative penalties are possible.

Agree * Required

Submitter Information

Producer Authorized Submitter

Back

Continue

Cancel

Read **Attestation**
carefully,
Select **"Agree"**
then Click
Continue

Below is an **example** of the fee page associated with the transaction.

License Renewal

[Redacted]

License Fee Summary

i The expiration date shown here is for the current renewal cycle only. The updated expiration date will appear when printing the license.

License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee
Third Party Administrator	[Redacted]	06-30-2023	\$200.00

Total State Fee \$200.00
Sircon Fee \$ [Redacted]
Processing Fee \$ [Redacted]
Total Fee \$ [Redacted]

I understand that all license renewal fees are non-refundable.

NOTE: You will not be charged the above amount until you complete the payment process. If you wish to continue with this process, please click process below.

I would like to receive email notifications concerning state insurance deadlines, renewal notices, new electronic services and related issues.

Please send email notifications to:

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Review information provided.

Must be checked

Supply / Verify Sircon account (Optional)

Select "Process"

License Renewal

✔ License Renewal(s) and/or Reinstatement(s) were successfully submitted. Please review the information on this page, and then print the page for your records using the Print link below. To print a license, click the link next to the license renewal (if available).

NEXT I would like to:

- [Attach documents](#) to this application
- [Print](#) this confirmation page

Attach any required documents here.

Confirmation Information

Please review this page and print for your records. Note the status and messages below concerning each renewal. If the renewal status is Pending, you may check the status of the renewal at a later date with the License Application/Renewal Status Inquiry on the Renewal Menu. Please write down the Confirmation IDs for this purpose.

Review Confirmation ID

State	Lic. Number	Renewal Type	License Type	Confirm. ID	Status	Messages	Action
TX	██████	Renewal	██████	44532887	Submitted	<ul style="list-style-type: none">• This license renewal request has been submitted and is under review by the State.	How do I print my license? View License Renewal Result Details

Review the **Additional State Requirements** Section along with the information which will be submitted with this Renewal application.

Select **“Done”** to submit this renewal application to the state.

What's next?

Once staff review and process your filing, the expiration date will change to the next annual report year due date. **No new license will be sent** – the annual report filing does not change any information on your current certificate of authority/license. Need a copy of the existing certificate? Send an email to CLRRequests@tdi.texas.gov. If you need a certified copy of the Certificate of Authority send your check for \$11.00 along with [TDI Form 321](#) to the address on the form.