Integral Healthcare Solutions

Texas Third Party Administrator Certificate of Authority Consulting

Last reviewed October 2026 · https://www.integralhs.com/third-party-administrator-license-readiness

What to have ready

Each item ties to Texas Insurance Code Chapter 4151 or to TDI's TPA pages, as read in October 2026. The current statute and TDI's current instructions govern.

1. A completed FIN489, Application for a Certificate of Authority (TDI requirements [https://www.tdi.texas.gov/insurer/agtpa1.html]).
2. A completed FIN306, Officers and Directors Page (TDI requirements [https://www.tdi.texas.gov/insurer/agtpa1.html]).
3. A biographical affidavit for each required individual, on UCAA form 11 or TDI form FIN484 (TDI requirements [https://www.tdi.texas.gov/insurer/agtpa1.html]).
4. FIN485, TPA Service of Process, if your organization is a foreign or alien applicant (TDI requirements [https://www.tdi.texas.gov/insurer/agtpa1.html]).
5. Audited financial statements for the preceding three calendar years, or the shorter period your organization and its predecessors have existed (Sec. 4151.052(a)(4), statute [https://statutes.capitol.texas.gov/Docs/IN/htm/IN.4151.htm]). The statute also provides an unaudited-statement alternative; read Sec. 4151.052(a)(4) with counsel.
6. A fidelity bond of at least $10,000, in place before the certificate issues (Sec. 4151.055, statute [https://statutes.capitol.texas.gov/Docs/IN/htm/IN.4151.htm]).
7. Written agreements with each insurer or plan sponsor you serve (Sec. 4151.101(a), statute [https://statutes.capitol.texas.gov/Docs/IN/htm/IN.4151.htm], governs providing services; this page did not confirm that the application requires copies).
8. A Sircon account and a review of TDI's Resident or Non-Resident TPA tutorial (TDI [https://www.tdi.texas.gov/insurer/agtpa1.html]).
9. A counsel memo on whether your organization fits the administrator definition or an exemption (Secs. 4151.001 and 4151.002, statute [https://statutes.capitol.texas.gov/Docs/IN/htm/IN.4151.htm]).
10. A filing calendar for the annual report due June 30 and the Comptroller maintenance tax report due March 1 (TDI [https://www.tdi.texas.gov/insurer/agtpa1.html]).
11. If your organization is an insurer or HMO already licensed in Texas, form FIN482 instead of a full application (TDI [https://www.tdi.texas.gov/insurer/agtpa1.html]).