

**COMMONWEALTH OF PENNSYLVANIA  
INSURANCE DEPARTMENT**



**QUALIFICATION REQUIREMENTS  
FOR INSURANCE ADMINISTRATORS**

## QUALIFICATION REQUIREMENTS FOR INSURANCE ADMINISTRATORS

The Commonwealth of Pennsylvania appreciates your interest in exploring business opportunities here. To administer life or health insurance or annuities, a license must be obtained. The following pages explain the procedures and documentation we require to obtain an Insurance Administrator License.

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Please refer to the following for guidance:

#### **40 P.S. §§ 324.1 – 324.13 (Insurance Administrator Licensure)**

Any insurance administrator subject to the requirements of 40 P.S. §§ 324.1-324.13 shall review the law in its entirety to become familiar with all requirements. For information on purchasing the compilation of the Pennsylvania Insurance Laws and cumulative pocket supplement thereto please see:

<http://www.insurance.pa.gov/Regulations/Laws%20Regulations/Pages/Statues.aspx>

### I. GENERAL APPLICATION PROCEDURES

You may find the following general comments helpful as you proceed through the application process. At any time during the process, please do not hesitate to contact the Company Licensing Division at (717) 787-2735 or fax (717) 787-8557 should you have a question.

- 1) To expedite the application process, we recommend you assign one member of your staff as the designated point of contact for all correspondence and/or telephone inquiries with this department.
- 2) After receiving your application, the Department assigns a Licensing Specialist to process your submission. Please use this person as your primary point of contact with the Department.
- 3) Your timely response to Department inquiries during our review of your application is appreciated. Unanswered inquiries over 90 days old may result in the application being considered inactive.

- 4) Please notify the Licensing Specialist of any changes in previously submitted documents. These include, but are not limited to, changes in the lines of business administered, officers, partners or mandated insurance coverage. Allowing application information to become outdated may cause delays or result in the application being rejected.

## **II. SPECIFIC QUALIFICATION AND ADMISSION REQUIREMENTS**

The following information shall be provided to the Department in order to make a determination for licensure as an insurance administrator:

- 1) A check in the amount of \$100, made payable to the “Commonwealth of Pennsylvania,” representing the non-refundable filing fee.
- 2) A completed application form.
  - a. Corporation or Partnership Application – IDL-56 IA, or
  - b. Individual Application – IDL-57 IA

Please identify both the licensure activities the applicant intends to perform and the lines of business proposed to be administered in completing Part II of the Application.

A “Yes” response to either question in Part IV of the Application requires an attachment providing additional information. Please see that all attachments contain reference to the Employer Identification Number/Social Security Number of the applicant.

Please ensure that the Application contains an original signature of the certifying officer/partner and is notarized including an original signature and seal in Part VI.

- 3) A copy of the declaration page or Certificate of Insurance for an errors and omissions policy.
- 4) A copy of the declaration page or Certificate of Insurance for a fidelity bond.

### **Return completed application and attachments to:**

Pennsylvania Insurance Department  
Company Licensing Division  
1345 Strawberry Square  
Harrisburg, PA 17120