



Pursuant to [Regulation 1406](#), Licenses shall remain in effect for 1 year unless sooner surrendered, suspended or revoked by the Commissioner.

The Department does not send out renewal notices. It is the Third Party Administrator's responsibility to submit a complete and correct Annual Renewal Filing. The renewal filing must be received on or before **July 1st annually***. Please do not submit renewals or reports more than 60 days in advance.

The renewal filing for Third Party Administrators must contain the following:

- Annual Renewal Form with company and contact information.
- Audited Financial Report for the period ending 12/31/previous year - certified by 2 officers. (Resident Only)
- Certificate of Good Standing from Resident State (Non-Resident Only)
- Attach any Administrative Action and/or Notices from other states (Resident Only)
- \$100.00 annual fee made payable to the Delaware Department of Insurance.

*Under [1400 Health Insurance Specific Provisions \(delaware.gov\)](#) any renewals not received by July 1st would be a violation and may result in the suspension or revocation of the company license or the imposition of a fine.

Mail to: Company Regulation (BERG)
Delaware Department of Insurance
1351 West North Street, Suite 101
Dover, DE 19904

Please contact the Bureau of Examination, Rehabilitation and Guaranty (BERG) Department at BERG@delaware.gov with any questions.

Revised 12/11/2023