



## Company Licensing and Registration Fingerprint and Biographical Affidavit Requirements

- Previously submitted fingerprints to TDI via IdentoGo do not need to be resubmitted
- Biographical Affidavits and Third-Party Verifications are valid for six months
- Submit the forms below to [clrbioupdate@tdi.texas.gov](mailto:clrbioupdate@tdi.texas.gov)
  - Exception for HMO's – send to [clrfilings@tdi.texas.gov](mailto:clrfilings@tdi.texas.gov)

## Company Types below in Alphabetical Order

- Accredited and Trusteed Assuming Insurers – No Requirements
- Certified, and Reciprocal Jurisdiction Reinsurers – No Requirements
- Captive Insurers –No Fingerprint Requirements
  - [Biographical Affidavit for Captive Insurance Company](#) (FIN181)
- Continuing Care Retirement Communities (CCRCs) – President, Secretary, Treasurer, all Directors, Trustees and/or Partners; **no fingerprint requirements**, but must provide the following:
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [CCRC 3 - Officers and Directors Page](#) (FIN384)
  - [CCRC 4 – Biographical Data Form for a For-Profit CCRC](#) (FIN385)
  - [CCRC 4A – CCRC Biographical Affidavit for a Non-Profit CCRC](#) (FIN386)
  - **Domestic Companies (Stock and Mutual)** - All Directors and the Chief Executive Officer, President, Executive Director, Secretary, Treasurer, Chief Financial Officer/Controller, Chief Operating Officer and Medical Director (if applicable) ONLY.
  - [Fingerprint requirements and instructions](#)
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [Officers and Directors Page](#) (FIN306)

- **Foreign Companies (Stock and Mutual)** – Initial application must include all Directors and the Chief Executive Officer, President, Executive Director, Secretary, Treasurer, Chief Financial Officer/Controller, Chief Operating Officer and Medical Director (if applicable) ONLY.
  - [Fingerprint requirements and instructions](#)
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [Officers and Directors Page](#) (FIN306)
  
- **Health Care Collaboratives (HCC)** – Chief Executive Officer, President, Executive Director, Secretary, Treasurer, Chief Financial Officer /Controller, Chief Operating Officer, Clinical Director and Governing Board Members; no fingerprint requirements, but must provide the following:
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [Health Care Collaborative Officers and Directors Page](#) (FIN493)
  
- **Health Maintenance Organizations (HMOs)** - Chief Executive Officer, President, Executive Director, Secretary, Treasurer, Chief Financial Officer/Controller, Chief Operating Officer and Medical Director (if applicable). We DO NOT require biographical affidavits for Vice Presidents or Assistant Officers.
  - [Fingerprint requirements and instructions](#)
  - [Officers and Directors Page](#) (FIN306)
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [Company Licensing Fee Transmittal Form](#) (FIN321)
  
- **Multiple Employers Welfare Arrangements (MEWAs)** – President, Secretary, Treasurer, and Directors/Trustees.
  - [Fingerprint requirements and instructions](#)
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [MEWA Officers, Directors and Trustees Page](#) (FIN376)
  
- **Premium Finance Companies** – All Officers, Directors, and Owners (> 10% stock) – **No Fingerprint Requirements**
  - [PF2 – Premium Finance List of Principals](#) (FIN164)
  - [PF4 – Biographical Affidavit – Premium Finance Applicant](#) (FIN166)
  
- **Professional Employer Organization (PEO) Self-Funded Health Plans**
  - [Fingerprint requirements and instructions](#)
  - [Biographical Affidavit](#) (UCAA Form 11)

- **Purchasing Groups – No Requirements**
- **Risk Retention Groups – No Requirements**
- **Surplus Lines Insurers – No Requirements**
- **Texas Lloyds Companies** – Chief Executive Officer, President, Executive Director, Secretary, Treasurer, Chief Financial Officer/Controller, Chief Operating Officer, and Medical Director (if applicable) ONLY.
  - [Fingerprint requirements and instructions](#)
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [Attorney-in-Fact and Underwriters Page](#) (FIN307)
- **Third Party Administrators** - Chief Executive Officer, President, Executive Director, Secretary, Treasurer, Chief Financial Officer/Controller, Chief Operating Officer, Medical Director (if applicable), Directors, Principles, Members/Managers, and Shareholders (> 10%). We DO NOT require biographical affidavits for Vice Presidents or Assistant Officers.
  - [Fingerprint requirements and instructions](#)
  - [Biographical Affidavit](#) (UCAA Form 11)
  - [Officers and Directors Page](#) (FIN306)
- **Workers' Compensation Self-Insurance Groups (SIGS)** – All board members and executive officers.
  - [Fingerprint requirements and instructions](#)
  - [Biographical Affidavit](#) (UCAA Form 11)