



REQUIREMENTS FOR ORGANIZING AND LICENSING OF A HEALTH SERVICES PLAN

Prospective applicants should contact the Company Licensing and Regulatory Compliance Section of the Bureau of Insurance, about their intention to establish a health services plan in Virginia. By doing so, the applicant will have the opportunity to submit a more thorough and acceptable application.

1. Submit the appropriate application form (form enclosed), completed and signed along with a check made payable to the Treasurer of Virginia for the \$500 nonrefundable application fee.
2. The plan may be conducted by a hospital(s) and/or physicians through a nonstock corporation. Pursuant to §§ 38.2-4202, 4203 and 4204 of the Code of Virginia, submit to the Bureau of Insurance a copy of the applicant's organizational document(s), i.e. articles of incorporation with any amendments. **Information pertaining to this process may be obtained at www.scc.virginia.gov/clk.**
3. Submit a copy of the entity's bylaws, certified by its Secretary.
4. Submit the name, address and official position of each member of the governing body and any person with authority to manage or establish policy. For each individual, provide an NAIC Biographical Affidavit. The Biographical Affidavit must be certified by an independent third party that has conducted a comprehensive review of the applicant's background and has certified that the Biographical Affidavit has no inaccurate or conflicting information and no material omissions. NAIC Biographical Affidavits must be current and shall not be signed by the affiant more than one year prior to the date the application is filed. The form can be accessed through the Company Licensing Procedures section of the BOI website.

