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July 2, 2025

MEMORANDUM 2025-3LIC

To: All Third-Party Administrators

From: Jerry L. Bump, Acting Insurance Commissioner *JB*

Subject: Licensing Requirements for Third-Party Administrators Selling or Administering Travel Insurance

The purpose of this Memorandum is to provide guidance to third-party administrators ("TPA") regarding new requirements under the Hawaii Travel Insurance Act. The Hawaii Travel Insurance Act took effect on July 1, 2025, a copy of which is available at:

https://www.capitol.hawaii.gov/session/measure_indiv.aspx?billtype=HB&billnumber=97&year=2025.

All TPAs intending to sell, underwrite, or adjust claims of travel insurance in Hawaii, must designate an employee who is a licensed individual producer with property and casualty lines of authority to serve as a designated responsible producer. Affected TPAs licensed prior to July 1, 2025, must submit the designated employee's name, National Producer Number, email, and phone number via email to the Licensing Branch at inslic@dcca.hawaii.gov.

For anyone applying for a TPA license on or after July 1, 2025, please complete the updated "Form TPA Checklist" (July 2025). The updated "Form TPA Checklist" (July 2025) can be found on the Insurance Division's website at: <https://cca.hawaii.gov/ins/producers/forms/>. Applicants must submit all required documents listed on the TPA checklist online via the National Insurance Producer Registry Attachment Warehouse.

Contact Licensing Branch at inslic@dcca.hawaii.gov or call 808-586-2788 if you have any questions.