



Illinois Department of Insurance

BRUCE RAUNER
Governor

ANNE MELISSA DOWLING
Acting Director

TO: ALL COMPANIES (All Insurance Companies, Fraternal Benefit Societies, Health Maintenance Organizations, Limited Health Service Organizations, Voluntary Health Service Plans and Dental Service Plan) Licensed by the Illinois Department of Insurance

FROM: Anne Melissa Dowling, Acting Director of Insurance *AMD*

DATE: JULY 13, 2016

RE: COMPANY BULLETIN CB # 2016-05
INDEPENDENT THIRD PARTY BACKGROUND INVESTIGATION REPORTS

Please be advised, from the date of this Bulletin, all companies will be required to utilize nationally recognized independent third party agencies to provide background investigation/verification reports to the Illinois Department of Insurance related to any required submission of biographical affidavits of officers and directors of such companies, or related to any biographical information of individuals as required pursuant to 215 ILCS 5/131.5.

Companies should utilize independent third party vendors that have agreed to comply with the UCAA Best Practices/Guidelines for Background Investigations, and those vendors are listed in the NAIC chart at the following website location:

http://www.naic.org/documents/industry_ucaa_third_party.pdf

The third party vendors should submit the background investigation/verification reports directly to the Illinois Department of Insurance – Corporate Regulation Section.

Pursuant to 215 ILCS 5/155.04, companies licensed to do business in this state must notify the Director within 30 days of the appointment or election of any new officers or directors.

Biographical Affidavits shall be submitted to the Department on behalf of such officers and directors of all companies licensed by the Department within that 30 day time frame (Illinois Administrative Code Part 915.40). The current version of the NAIC Form 11 – Biographical Affidavit should be utilized as the reporting instrument to the Department and may be obtained at the following link on the NAIC website:

http://www.naic.org/documents/industry_ucaa_form11.doc.

Please direct questions regarding this bulletin to Marcy Savage at Marcy.Savage@illinois.gov or to Amy Stuart at Amy.Stuart@illinois.gov.