



**STATE OF WEST VIRGINIA**  
**Offices of the Insurance Commissioner**  
**Company Analysis and Examinations Division**

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**Requirements and Procedures for Renewing  
as a Discount Medical Plan Organization (“DMPO”)**

W. Va. Code §33-15E and W.V.C.S.R 114-83. A Discount Medical Plan Organization means an entity that contracts with providers, provider networks or other discount medical plan organizations to offer access to medical or ancillary services at a discount to plan members, provides access for discount medical plan members to the services in exchange for fees, dues, charges or other consideration, and determines the charges to plan members.

*Complete the following **on or before May 31** to renew in West Virginia and submit to the address above.  
All of the information must be received in its entirety or the application may be returned unprocessed.*

1. A fully completed Discount Medical Plan Organization Application for License (Form DMP-1);
2. A non-refundable check in the amount of \$100 (subject to reciprocity);
3. A copy of the most recent Certificate of Authority from the state of domicile’s insurance department;
4. A Certificate of Authorization (or Certificate of Good Standing) from the West Virginia Secretary of State;
5. Audited Financial Statements (unbound) prepared in accordance with generally accepted accounting principals certified by an independent certified public accountant, including the balance sheet, income statement and statement of changes in cash flow for the preceding year or if an affiliate of a parent entity that is publicly traded, those audited financial statements and a written guarantee that the minimum capital will be met by the parent entity;
6. The number of discount medical plan members in the state;
7. Proof of compliance with the net worth requirement of \$150,000; and,
8. A fully completed DMPO Surety Bond, pursuant to W. Va. Code §33-15E-6, (Form DMP-2).

**This checklist IS NOT a substitution for the Form DMP-1**

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**Accredited by the National Association of Insurance Commissioners**