MARYLAND INSURANCE ADMINISTRATION

INSTRUCTIONS FOR OBTAINING
A CERTIFICATE OF QUALIFICATION AS A MANAGING GENERAL AGENT

In order to act as a managing general agent ("MGA") in Maryland, applicants must first apply for and obtain a Certificate of Qualification as an Agent in accordance with the requirements of Title 10 of the Insurance Article of the Annotated Code of Maryland. An appointment from each insurer that the Agent/MGA will represent must be obtained to be qualified to act as an Agent/MGA. After the Agent Certificate and an appointment from each insurer to be represented are obtained, you can apply for a Certificate of Qualification as an MGA under Title 8, Subtitle 2 of the Insurance Article.

A contract must be in force between the insurer and the MGA. Contracts must include each required contract provision set forth in §8-208 and each prohibited act set forth in §8-209. A checklist of the statutory requirements is included in this package.

Attachments:

- Application form for the Managing General Agent Certificate of Qualification
- Checklist of Requirements for Contracts Between MGAs and the Insurers they represent
- Copies of §8-208 and §8-209 from Title 8 of the Insurance Article.

Special Qualification Requirements

The following items must be submitted in order for your application to be processed:

1. A copy of the declaration page or Certificate of Insurance for a fidelity bond for the protection of the insurer equal to or greater than 10% of the maximum annual premium volume as stated in the underwriting guidelines in the contract.

2. A copy of the declaration page or Certificate of Insurance for an errors and omissions policy with limits of at least $1 million.

3. An executed copy of the attached MGA Application form.

4. A check in payment of the $30.00 fee for the initial certificate of qualification. The annual renewal fee for a certificate of qualification is $30.00. Your check should be made payable to the “Maryland Insurance Administration”.

Obtaining an Agent Certificate of Qualification

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The forms for obtaining a Producer Certificate of Qualification can be obtained from our website at www.mdinsurance.state.md.us or by calling 1-888-204-6198. After completion of the form, it should be mailed to the Maryland Insurance Administration for processing at the following address:

Maryland Insurance Administration
Producer Licensing Section
200 St. Paul Place, Suite 2700
Baltimore, Maryland 21202-2272

Term of MGA Certificate of Qualification and Renewal

The MGA certificate of qualification, when issued, expires on the first June 30th after its effective date. Before an MGA certificate of qualifications expires, the holder of the certificate may renew it for an additional one-year term subject to the requirements of §8-205, Insurance Article, Maryland Annotated Code.

Submission of MGA Certificate Application

The completed application, supporting documents and fee should be sent to:

Conrad Ragone
Maryland Insurance Administration
Examination and Auditing
200 St. Paul Place, Suite 2700
Baltimore, Maryland 21202-2272

ALL INSURERS AND MGAS SHOULD REVIEW THE LAWS IN TITLE 8, SUBTITLE 2, RELATING TO MANAGING GENERAL AGENTS TO BECOME FAMILIAR WITH THE REQUIREMENTS.

If you have any questions, please contact Conrad Ragone at 410-468-2156 or by email at conrad.ragone@maryland.gov.

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