

Independent Review Organization

License Renewal Requirements

The license renewal process and renewal fee can be completed online at www.sircon.com/Indiana. At this time, the renewal application and documents will also be accepted in paper format mailed to the Department of Insurance.

1. [Application](#) – Each question must be completed in full and signed by an authorized officer.
2. A renewal invoice for \$200.00 will be emailed approximately 60 days prior to the license expiration date.
3. If there have been any changes to the previously submitted documentation, complete the Independent Review Checklist and include supporting documentation. Mark the “Located” column on the checklist with section and page number of your submission where the item can be found for all items where documentation has changed.

If there have been **no changes**, the checklist **does not** need to be resubmitted.

4. If renewing by paper, the completed application and fee should be sent to the following IDOI representative.

Att: IRO Coordinator
Indiana Department of Insurance
311 W. Washington Street
Indianapolis, IN 46204-2787

5. Important reminder: Per IC 27-8-29-19(c)(3) and IC 27-13-10.1-8(c)(3), all IRO’s shall annually file a description of their grievance procedure including total number of grievances handled through the procedure during the preceding year, a compilation of the causes underlying those grievances and a summary of the final disposition of the grievances. This information is required to be filed with the Department annually by March 1 and should be submitted to the addressee below.

Att: IRO Coordinator
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311 W. Washington Street
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6. For any questions, please contact [Rebecca Vaughan](mailto:Rebecca.Vaughan@idoi.in.gov) at (317) 232-2187 rvaughan@idoi.in.gov.