

**STATE OF NEW MEXICO – OFFICE OF SUPERINTENDENT OF INSURANCE (OSI)
PRODUCER LICENSING BUREAU**

Business Entity Name Change Request

In order to complete the Name Change, please provide us with the following:

- 1) The fee to complete a Name Change is \$30.00.
- 2) Payment must be made by Check, Money Order, ACH Credit or Wire.
- 3) Supporting Documentation is required. Please submit this form and one of the following authorized documents that state your new legal name:
 - a. New Mexico Resident Business Entities must submit a filed copy of the Certificate of Amendment to the Articles of Incorporation as filed with the New Mexico Secretary of State.
 - b. Non-Resident Business Entities may provide a letter of certification from the entity’s State of Domicile, a copy of the entity’s current license verification from the National Insurance Producer Database.

All Business Entities should be aware that other licensing and registration requirements for Corporations and Partnerships may exist. Please contact the New Mexico Secretary of State’s Office at (505) 827-3600 for applicable requirements and to register.

National Producer Number (NPN) _____

Tax ID: _____

Licensee’s Name as it appears on
license: _____

Licensee’s New
Name: _____

I authorize the New Mexico Office of Superintendent of Insurance to change the name on the Business Entity license to the name shown on this form and as verified on the attached authorized documentation.

Signature & Title of Authorized Person Requesting Name Change

Date

Telephone No.

Electronic payments: Once you have made payment via ACH Credit or Wire, please email this form and supporting documents to agents.licensing@state.nm.us

Check _____ Money Order _____ ACH Credit _____ or Wire _____

All filing fees are non-refundable or non-transferable, whether or not the application is processed. Per NMSA 59A-6-1 all fees are earned when paid and are not refundable.