



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BUREAU OF INSURANCE

Business Entity Name Change Form

No fee is required to change a name; however, there is a \$10 fee if requesting a hard copy license with the new name to be mailed.

- Business Name Change** – complete section 1 **Adding or Removing a D.B.A.** – complete section 2
 Requesting a duplicate license in the new name – complete section 1 or 2, as applicable, and include payment. Please allow three weeks for a license to arrive by mail.

Section 1. Business Name Change

FEIN	NPN	Maine License #
Old Name		New Name
Should new name be reflected on all branch registration records? <input type="checkbox"/> Yes <input type="checkbox"/> No		Note: Typically, when a Federal Identification number (FEIN) has changed, a new business entity license is required.

Section 2. Adding or Removing a D.B.A.

Business Name	FEIN
<input type="checkbox"/> Add New D.B.A. name of:	
<input type="checkbox"/> Remove current D.B.A. from licensing record	

Section 3. Address Change

Business Address

Note: Business addresses may be displayed on our public licensee search

Street Address or P.O. Box		Business Phone Number
City	State	Zip Code
Email Address		

Designated Mailing Address

- Use Business Address
 Use the designated mailing address below:

Street Address or P.O. Box		
City	State	Zip Code

Name (Person Completing this form): _____

Phone #: _____

Forms with credit card payments can be emailed to insurance.pfr@maine.gov or faxed to 207-624-8599.
Checks should be made payable to Treasurer State of Maine and mailed with the form to the address below.

If you have any questions, please contact the Bureau of Insurance at (207) 624-8475

Rev 04/22

Office Location: 76 Northern Avenue, Gardiner, Maine 04345
Mailing Address: 34 State House Station, Augusta, Maine 04333
www.maine.gov/pfr/insurance/home

Phone: (207) 624-8475

TTY: Please Call Maine Relay 711

Consumer Assistance: 1-800-300-5000

Fax: (207) 624-8599



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AUTHORIZATION OF CREDIT CARD PAYMENT



Fees owed to this Department may be paid by the use of a credit card. If you wish to pay your fee(s) with your credit card, please complete this form and send it with your paperwork. Payment through credit cards will not be processed without this authorization form. Please print or type clearly.

The mailing address listed below MUST be the billing address of the credit card account. If not, the transaction will decline.

Name (company/individual for whom payment is being made) (Please Include License # and SSN/FEIN):

Purpose of Payment:

Name of Cardholder:		Contact persons phone #, if questions with this form. Telephone #: () -	
Email Address:			
Billing Address:			
City:	State:	Zip Code:	

I authorize the State of Maine, Department of Professional and Financial Regulation, Bureau of Insurance to charge my:

Visa MasterCard Discover American Express

_____ Expiration date: ___ / ___ in the amount of: \$ _____
 (Card number – Please print clearly)

Signature: _____ **Date:** ___ / ___ / ___
 (must be signed by authorized person to validate)

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