

**State of Maine   
Bureau of Insurance**

**Business Entity Name Change Form**

No fee is required to change a name; however, there is a $10 fee to have a new license issued in your new name.

**⎕ 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.

* By Check: Make all checks payable to: Treasurer State of Maine
* Credit card: please complete credit card authorization form available on the Bureau’s website at:

http://www.maine.gov/pfr/insurance/creditcard.pdf

**Section 1. Business Name Change**

|  |  |  |  |
| --- | --- | --- | --- |
| FEIN *(see note below)* | | NPN | |
| Old Name | | New Name | |
| ⎕ CHECK HERE IF NEW ADDRESS  Business Mailing Address or P.O. Box | | | |
| City / State | Zip Code | | Email Address |
| Business Phone Number | | Should new name be reflected on all branch registration records?  ⎕ Yes ⎕ No | |
| **Note:** Typically when a Federal Identification number (FEIN) has changed, a new business entity license is required. If the prior agency is no longer in existence, please attach a letter terminating that entity and submit it with the new application. | | | |

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

|  |  |
| --- | --- |
| Business Name | FEIN |
| ⎕ Add New D.B.A. name of: | |
| ⎕ Remove current D.B.A. from licensing record | |

**Name** (Person Completing this form): ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once completed, you may fax the form to: (207) 624-8599 or E-mail to: [insurance.pfr@maine.gov](mailto:insurance.pfr@maine.gov)

**Questions? Contact us at:**

Phone: (207) 624-8475 E-mail us at: Insurance.pfr@maine.gov