



**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	
<input type="checkbox"/> <b>CHECK HERE IF NEW ADDRESS</b> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Note:</b> 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
<input type="checkbox"/> Add New D.B.A. name of:	
<input type="checkbox"/> 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](mailto:Insurance.pfr@maine.gov)