

NEW MEXICO OFFICE OF SUPERINTENDENT OF INSURANCE
PRODUCER LICENSING BUREAU

BUSINESS ENTITY

ADDRESS CHANGE, DUPLICATE LICENSE, OR NAME CHANGE

Please take special care when completing this form. All filing fees are non-refundable or non-transferable, whether or not the application is processed. NMSA 59A-6-1 All fees are earned when paid and are not refundable.

59A-12-20.1. Change of address; notice required; penalty. Statute text

The address of the licensee's place of business shall appear on the application for the license and on the license. The licensee shall promptly notify the superintendent in writing of a change of address. Failure to notify the superintendent of a change of address within twenty days shall subject the licensee to a penalty of fifty dollars (\$50.00).

() **ADDRESS CHANGE—In State- No Fee (Computer Update Only).**

() **ADDRESS CHANGE (Relocating to a new state) - \$30.00**
Address will be verified on the National Producer Database (PDB)

() **DUPLICATE LICENSE - \$30.00**

() **NAME CHANGE - \$30.00**
Submit Articles of Amendment. Information will be verified on the National Producer Database (PDB).

1. **FEES ARE MADE PAYABLE TO OSI** When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

FEIN: _____ NM License No. _____

NAME as it appears on the license: _____

NAME CHANGED TO: _____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____ TELEPHONE NO. _____

EMAIL ADDRESS _____

SIGNATURE _____ DATE _____

Mailing Address: Producer Licensing Bureau, PO Box 1689, Santa Fe, NM 87504
Overnight Delivery: Producer Licensing, 1120 Paseo de Peralta, Rm 331, Santa Fe, NM 87501
Email us at: agents.licensing@state.nm.us
Telephone: 505-827-4349
Fax: 505-827-4373