

STATE OF NEW MEXICO – OFFICE OF SUPERINTENDENT OF INSURANCE  
PRODUCER LICENSING BUREAU

Address Change / Duplicate License

**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).

Supporting documentation must be attached otherwise the form will be considered incomplete and will not be processed.

- Address Change—In State-Computer Update Only - No Fee.
- Address Change and License - \$30.00 Fee
- Moving from one state to another-Address Change and License \$30.00 Fee
- Duplicate License - \$30.00 Fee
- Name Change - \$30.00 Fee Must attach supporting documentation.  
Attach a copy of legal documentation i.e. Social Security Card, Driver's License, Marriage Certificate, or Divorce Decree.

MAKE CHECK PAYABLE TO: OSI.

SSN: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_ NPN \_\_\_\_\_

NAME as it appears on the license: \_\_\_\_\_

NAME CHANGED TO: \_\_\_\_\_

**NEW ADDRESS**

Residence Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Overnight Delivery: Producer Licensing Bureau, 1120 Paseo de Peralta, Room 434, Santa Fe, NM 87501

Mailing Address: Producer Licensing Bureau, PO Box 1689, Santa Fe, NM 87504