

Insurance  
Commissioner



Delaware  
Department of Insurance

## STANDARD CERTIFICATE REQUEST FORM

### Mail payment and completed Certificate Request to:

Delaware Department of Insurance  
Attn: BERG Certificates  
1351 West North Street, Suite 101  
Dover, DE 19904

Checks must be made payable to **Delaware Department of Insurance**  
See page 3 for Fee Schedule. Pursuant to 18 Del. C. § 701 Fee Schedule  
– **ALL FEES SHALL BE PAID IN ADVANCE.**

Please complete all necessary fields prior to submission. *Incomplete forms will delay processing.*

Contact [BERG@Delaware.gov](mailto:BERG@Delaware.gov) with questions

Date of Request:	
Company Name:	
NAIC # or FEIN #	
Contact Person Name	
Contact Phone:	
Contact Email:	
Ship to address:	
<b>Select Shipping Method:</b>	
<input type="checkbox"/> United States Postal Service (USPS) Standard	
<input type="checkbox"/> FedEx	<b>FedEx Account #</b> _____ First Overnight <input type="checkbox"/> Priority <input type="checkbox"/> 2Day <input type="checkbox"/>
<input type="checkbox"/> UPS	<b>UPS Account #</b> _____ Next Day Early <input type="checkbox"/> Saver <input type="checkbox"/> 2Day <input type="checkbox"/>

**CERTIFICATE INFORMATION:** Please list the # of requested certificates next to the corresponding certificate type.

Note: Please use “\*OTHER” section to indicate special requests or End of Year Effective Dates

#	CERTIFICATE TYPE	#	CERTIFICATE TYPE
	Cert. of Deposit		Cert. of Capital and Surplus
	Cert. of Authorization		Cert. of Compliance, Capital & Surplus
	Cert. of Compliance, Assets & Liabilities		Cert. of Market Conduct
	Cert. of Compliance/Good Standing (same as COC)		<a href="#">Report of Exam</a> (ROE)- click link for free copy
	UCAA Form 6 - Certificate of Compliance		UCAA Form 7 - Certificate of Deposit
Certificate of Good Standing for use in <b>other country</b> : <input type="checkbox"/> Brazil <input type="checkbox"/> Honduras <input type="checkbox"/> Venezuela <input type="checkbox"/> China <input type="checkbox"/> Mexico <input type="checkbox"/> Vietnam <input type="checkbox"/> Ecuador <input type="checkbox"/> Panama <input type="checkbox"/> Other – please specify: <i>Extra \$10 for Notary and \$10 for Gold Seal</i>			

<b>CERTIFIED (Requests)</b>			
	Certified – Annual Statement (must provide hard Copy to Department)		Certified - License
	Certified – Articles of Incorporation (AOI)		Certified – Order (Include <i>Order Type</i> under “Other”)
	Certified – Bylaws		Certified – Quarterly Statement (must provide hard Copy to Department)
	Certified - Certificate of Authority		<a href="#">Certified Report of Exam</a> – available for free (click link)

**\*OTHER:****FEES:**

Pursuant to 18 Del. C. § 701 Fee Schedule – all fees shall be collected in **advance**:

- § 701(14) Certificates - \$10 (unless notary or copies included)
- § 701(18) Copies of documents on file in the Department, (\$.50 per page) minimum \$5
- § 701(19) Certifying and affixing official seals - \$10
- § 701(20) Certified copy of insurer certificate of authority or of any license issued under this title - \$10

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**Note: Risk Purchasing Groups do not use this form.** Contact DOI\_Tax@delaware.gov for more information pertaining to Risk Purchasing Groups.

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**DEPARTMENT OF INSURANCE USE ONLY:**

Date Request Received: \_\_\_\_\_

Date Request Processed: \_\_\_\_\_

Request Processed by: \_\_\_\_\_

Check #: \_\_\_\_\_

Check Amount: \_\_\_\_\_