

INSURANCE COMMISSIONER

State of Delaware



Department of Insurance

841 SILVER LAKE BLVD.  
DOVER, DELAWARE 19904-2465  
(302) 739-4251  
FACSIMILE (302) 739-5280

***DOCUMENTS NEEDED TO PROCESS NAME CHANGE  
APPLICATION IN THE STATE OF DELAWARE  
FOR AN APPROVED SURPLUS LINES INSURER OR  
ACCREDITED REINSURER***

1. **Complete and Return Attached Forms:**  
  
D-1 (Designation of Person for Receipt of Service of Process).  
D-2 (Designation of Person to Receive Regulations, Bulletins, etc.).
2. **Submit copy of Amended or Restated Articles of Incorporation, certified by the home state Insurance Department or Secretary of State's Office.**
3. **Submit copy of Amended By-Laws, if applicable, certified by the Secretary of the Company.**
4. **FEES: \$100.00 fee for Amending Certificate of Authority (Domestic Surplus Lines)  
\$10.00 - fee for filing Amended or Restated Articles of Incorporation.  
\$10.00 - fee for filing Amended By-Laws  
Make checks payable to: Delaware Department of Insurance**

**If you have any questions, please contact 302-674-7330 or [BERG@state.de.us](mailto:BERG@state.de.us).**