

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

See page 3 for Fee Schedule

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

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

Contact berg@delaware.gov with questions

Date of Request:	
Company Name:	
NAIC # or FEIN #	
Contact Person Name	
Contact Phone:	
Contact Email:	
Ship to address:	
Select Shipping Method:	
<input type="checkbox"/> United States Postal Service (USPS) Standard	
<input type="checkbox"/> FedEx	FedEx Account # _____ First Overnight <input type="checkbox"/> Priority <input type="checkbox"/> 2Day <input type="checkbox"/>
<input type="checkbox"/> UPS	UPS Account # _____ 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)		Report of Exam (ROE)- click link for free copy
	UCAA Form 6 - Certificate of Compliance		UCAA Form 7 - Certificate of Deposit
	Certificate for use in other country : (<i>Extra \$10 for Notary</i>)		
	<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:		

CERTIFIED (Requests)			
	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
	Certified - Certificate of Authority		Certified Report of Exam – 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

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

DEPARTMENT OF INSURANCE USE ONLY:

Date Request Received: _____

Date Request Processed: _____

Request Processed by: _____

Check #: _____

Check Amount: _____