



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 with questions.

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

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 for certificates.

#	CERTIFICATE TYPE	#	CERTIFICATE TYPE
	Cert. of Deposit		Cert. of Compliance/Good Standing (same as COC)
	End of Year (12/31/20XX) Cert. of Deposit		End of Year (12/31/20XX) Cert. of Compliance/Good Standing
			Cert. of Compliance, Capital & Surplus
	Cert. of Capital and Surplus		Cert. of Market Conduct
	Cert. of Authorization		Cert. of Compliance, Assets & Liabilities
	UCAA Form 6 - Certificate of Compliance		UCAA Form 7 - Certificate of Deposit
Certificate of Good Standing for use in other country : <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>			

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 (must provide hard Copy to Department)
	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**

DEPARTMENT OF INSURANCE USE ONLY:

Date Request Received: _____

Date Request Processed: _____

Request Processed by: _____

Check #: _____

Check Amount: _____