

State of Idaho
DEPARTMENT OF INSURANCE

700 West State Street, 3rd Floor
P.O. Box 83720
Boise, Idaho 83720-0043
Phone (208)334-4250
FAX # (208)334-4398

CHANGE OF OFFICER NOTIFICATION

Open this form in Adobe Acrobat if you would like to use the digital signature and submit button.

Per Idaho Statute §41-1008 all business entities are required to notify the department of any change in officers or directors.

- Notes:**
- **Third Party Administrators** must attach bio affidavits of new officers not already on file with the Idaho Department of Insurance.
 - **Changes will not be displayed in SBS.** Idaho does not track owners or officers electronically, only by placing notices of change in the entities file.

- Instructions:**
- 1: Open the Change of Officer form in Adobe Acrobat.
 - 2: Fill out the Change of Officer form.
 - 3: Click the Submit button or send the completed form to agent@doi.idaho.gov

The following is a notification of a change of officers and/or directors.

Date: _____ Idaho Agency License #: _____ NPN: _____ FEIN#: _____

Firm Name: _____

Name of Officer	Title	New or Delete
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please attach a list if there are not enough lines to report your changes.)

Signature of Authorized Individual: _____ Printed Name: _____

In case of questions regarding this notification, please provide contact information below:

Name: _____ Phone: _____

Email: _____

Please click on the SUBMIT button below when complete or email the form to agent@doi.idaho.gov

