

ADD DBA REQUEST FORM

Per [Idaho Code §41-1014](#), any insurance producer doing business under any name other than the producer's legal name is required to notify the Director in writing prior to using the assumed name.

For further answers regarding DBA questions, when to file, if filing is necessary, etc, please visit the [DBA information](#) on our website.

Instructions:

Submit completed form by fax to 208-334-4398 or by email to agent@doi.idaho.gov.

All questions and concerns regarding licensing/adding the DBA to your license should be directed to Producer Licensing at 208-334-4339 or via email at agent@doi.idaho.gov.

The DOI staff cannot answer questions regarding filing with the Secretary of State. Please contact the SOS directly. Their web address is www.sos.idaho.gov and their phone number is 208-334-2300.

Personal Information:

Date: _____ Idaho License Number: _____ NPN/FEIN: _____

Legal Name on Record: _____

Assumed Business Name (DBA): _____

Appropriate documentation is required

I have attached the approved filing from the Idaho Secretary of State

Please note: If requesting multiple DBA's, please use one form for each DBA requested. A separate license copy will be generated and sent for each approved DBA request.

Signature: _____ Date: _____
(Must be officer of firm or authorized individual of Agency)

In case we have questions, please provide a contact name, email, and phone below:

Contact name _____ Phone: _____

Email address: _____