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

ADD A DOING BUSINESS AS NAME (DBA)
Open this form in Adobe Acrobat if you would like to use the digital signature and submit button.

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.

Instructions:
1. Register the DBA with your domiciles Secretary of State. (Non-residents only)
2. Register the DBA with the Idaho Secretary of State. (Residents and Non-residents)
3. Open the Add DBA Request form in Adobe Acrobat
4. Complete the Add DBA Request form its entirety.
5. Click on the SUBMIT button at the bottom of the form when complete.
6 Attach ***ALL*** the required documents listed below.
    Approved DBA filing with the Idaho Secretary of State (Residents and Non-residents)
    Approved DBA filing with the domiciles Secretary of State (Non-residents only)
    Copy of resident state insurance license showing the DBA(Non-residents only)
    CREDIT UNIONS ONLY: Proof of amended and restated charter in lieu of SOS DBA registration

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

Legal Name on Record:_____

Assumed Business Name (DBA):_____

All questions and concerns regarding licensing/adding the DBA to your license should be directed to Licensing 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.

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: _____

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

SUBMIT

Don't forget to attach the required documents.