

State of Idaho  
**DEPARTMENT OF INSURANCE**

700 West State Street, 3rd Floor  
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Phone (208)334-4250  
agent@doi.idaho.gov

**NAME CHANGE, BUSINESS ENTITY**

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

Any licensed entity whose legal name changes must record the change with the Idaho Department of Insurance.

**Instructions:**

1. Register the name change with your domiciles Secretary of State. (Non-residents only)
2. Register the name change with the Idaho Secretary of State. (Residents and Non-residents)
3. Open the Name Change, Business Entity form in Adobe Acrobat.
4. Complete the Name Change, Business Entity form in its entirety.
5. Click on the SUBMIT button at the bottom of the form when complete.
- 6 Attach **ALL** the required documents listed below to the e-mail and send it.

Approved name change filing with the Idaho Secretary of State (Residents and Non-residents)

Approved name change filing with the domiciles Secretary of State (Non-residents only)

Copy of resident state insurance license showing the name change (Non-residents only)

CREDIT UNIONS ONLY: Proof of amended and restated charter.

Date: \_\_\_\_\_ Idaho License#/NPN: \_\_\_\_\_ FEIN#: \_\_\_\_\_

Former Name: \_\_\_\_\_

Name Change: \_\_\_\_\_

Signature of officer of firm or authorized individual: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Click SUBMIT below when complete or email the completed form and required documents to agent@doi.idaho.gov

**SUBMIT**

Don't forget to attach the needed documents to the email.