

**DOCUMENTS NEEDED TO PROCESS NAME CHANGE
APPLICATION IN THE STATE OF DELAWARE
FOR
THIRD PARTY ADMINISTRATOR**

- 1. Completed TPA application for name change.**
- 2. Return of the original TPA License for cancellation. A new License will be issued in the new name. If the original License cannot be located, please complete the Affidavit of Lost Certificate of Authority.**
- 3. Certified copy of the Amended Articles of Incorporation filed with the company's State of Domicile.**
- 4. Copy of Amended By-Laws, if applicable, certified by Secretary of company.**
- 5. Designation of Person to receive Service of Process – Form D1.**
- 6. Filing fees:
\$100.00 - issuance fee for new License
\$10.00 - fee for filing Amended or Restated Articles of Incorporation
\$10.00 - fee for filing Amended By-Laws, if applicable.
Please make check payable to the Delaware Department of Insurance.**

All fees subject to the Retaliatory provision

For additional information, contact Company Regulation at (302) 674-7330 or berg@state.de.us.