

**DIVISION OF INSURANCE**

124 S. EUCLID AVE., 2ND FLOOR PIERRE, SOUTH DAKOTA 57501  
Tel. 605.773.3563 Fax: 605.773.5369 dlr.sd.gov/insurance

**INFORMATION UPDATE FOR BUSINESS ENTITY NAME CHANGE**

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Thank you for the notification that a business entity that is currently licensed in South Dakota has undergone a name change or merge. The materials listed below must be submitted to this office to complete the transfer of licensing records to the new name (your license number will not be affected by the name change):

- 1) Copy of amended Certificate of Incorporation\* indicating name change.  
or  
Copy of amended Certificate of Authority\* indicating name change.  
*\*Certificates can be secured through the SD Secretary of States Office (ph. 605.773.3537).*
- 2) Return the original firm/corporation license.
- 3) This form with the following information completed:

**Former name and address:**

**Changed to:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone #** \_\_\_\_\_

**FEIN #** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**List all agents, currently holding licenses in South Dakota authorized under this license:**

NAME:	SS#	NAME:	SS#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To obtain a copy of the updated license reflecting the name change:

- ▶ Print through the Siron (Vertafore) Producer [portal link](#) available in the "Online Services" section on the Division's [producer information webpage](#). Please allow one week for our office to process the update prior to placing the license print request.

or

- ▶ Submit a \$10.00 fee to the Division of Insurance.

Thank you,

Producer Licensing  
SD Division of Insurance