



Nevada Division of Insurance

Service Request: Name Change Bail

Instructions for Filing

This form must be used by a licensee to change the licensee's name on file with the Division of Insurance. Once the form is complete, send the form along with supporting documents to the Division via email (lbard@doi.nv.gov) or first-class mail (attention: Producer Licensing). The form is a PDF fillable form. Illegible or incomplete forms will be rejected.

Name as It Appears on Current License _____

Nevada License No. _____

National Producer Number (NPN) / FEIN (firms only) _____

New Licensee Name _____

Provide a copy of any of the following documents to verify your change of legal name.

- Nevada residents must provide a copy of a government-issued form of identification, such as a driver license, ID card, or driver authorization card, or U.S. passport, or any other legal document reflecting the name change.
- Nonresidents must ensure that the name change has been processed by the home state and appears on the producer database (PDB) before submitting this service request, and provide a copy of the insurance license from the resident state reflecting the name change.
- Firms must provide a copy of the legal document reflecting the name change, such as the resolution of name change executed by the board of directors, owners, or other persons with control, as applicable.

Attestation.

I attest that I am or represent the Nevada licensee listed above, and that the information provided above is true and complete.

Signature _____ Date _____

Printed Name _____

Filing this Form by Email.

1. Provide the form and supporting documents to the Division at the same time (in the same email). Information or documents received at different times may be lost or experience delay in processing. The Division cannot accept emails larger than 5 MB. If the email file size is too large, submit emails in parts by indicating after the subject "email 1 of 3, email 2 of 3", etc.
2. Information and supporting documents submitted by email can only be accepted in PDF format—photos or Word, Excel, jpegs, gifs, tifs, or other formats will be rejected.
3. Forms and supporting documents must be legible and complete. Illegible or incomplete forms and supporting documents will be rejected.
4. The Division will acknowledge confirmation that your email has been received.