

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INSURANCE**

**SERVICE OF PROCESS
DURING OFFICE CLOSURE**

CHECK LIST

Before documents for service of process can be accepted by the Nevada Division of Insurance (“Division”), please do the following:

1. **OBTAIN PREAPPROVAL** - Send an email, with attached copies of the documents to be served, to legal@doi.nv.gov Include your contact information and a brief explanation of the service you seek. Request an appointment with the Division if a signature will be needed upon delivery of the documents. The Division will provide email confirmation that service is either acceptable or deficient.
2. **ATTACH PREAPPROVAL** - Attach the Division’s preapproval email to the front of the documents to be served and include a check for the related fee(s). Include a check for the related fee as required by Nevada law for each serve. Make checks payable to the Nevada Division of Insurance.
3. **DELIVER DOCUMENTS** - Personally deliver documents for service of process to the Division’s Carson City office Monday – Friday, 8:00 a.m. - 5:00 p.m., located at:

1818 E. College Parkway, Suite 103
Carson City, Nevada 89706

To minimize risk of exposure to COVID-19, upon arrival at the Division’s office please leave the service of process documents in the basket marked SERVICE OF PROCESS located next to the door of the Division, Suite 103. Division staff retrieves documents from this basket throughout the day. If you have an appointment, call the front desk for assistance upon your arrival at 775-687-0740.

***** NOTE: Service of process CANNOT be accepted by mail or at the
Division’s Las Vegas office. *****

We thank you for your patience and understanding during this time. For questions regarding service of process, send an email to the email address above or leave a voicemail message at 775-687-0701 and someone will return your call as soon as possible.