

CHANGE OF RECORD FORM

COMPLETE ONE SECTION OF THIS FORM ONLY

SECTION #1- Adding a Trade Name To An Individual/Corporation License

- Your plastic license card must be returned with this completed form.
- In order to receive a corrected license card, a \$15.00 fee must be submitted.

Check One:

Louisiana Resident

Residents must submit a certificate from the Secretary of State's office showing the addition of the trade name.

Non-Residents

Non-Residents must submit a letter of certification from their home state showing the addition of the trade name.

I presently hold license # _____ issued in the following name: _____.

I am the sole owner of the agency listed below and wish to have my license record amended to indicate that I am authorized to use this **TRADE NAME**.

Print new Trade Name _____

Signature of Owner _____

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Street Address or P.O. Box _____

City _____

State _____

Zip _____

Date _____

Pursuant to L.R.S. 22:1140, an insurance producer shall provide written notification of any change in trade name to the Commissioner. This notification should be done by letter signed by either an officer or licensed producer.

SECTION #2 – Name Change For an Individual License Only

- All individuals requesting a name change must provide legal documentation that shows the name has been changed (a copy of your driver's license is acceptable)
- Your plastic license card or a signed statement, indicating that the license has been lost, must be submitted with this completed form.
- A \$15.00 fee is required to receive a corrected license card.

I presently hold license # _____ issued in the following name _____.

I have changed my name to _____.

My current address is _____.

Street Address or P.O. Box _____

City _____

State _____

Zip _____

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Signature of Individual Changing Name _____

Date _____

SECTION #3 – Name Change for a Partnership/Corporation

- The partnership/corporation's plastic license card or a signed statement, indicating that the card has been lost, must be returned with this completed form.
- A \$15.00 fee is required to receive a corrected license card.

Check One:

Louisiana Resident

Louisiana Partnerships/Corporations must file an amendment to their charter with the Louisiana Secretary of State. A copy of the amended charter must be submitted with this completed form.

Non-Residents

Non-Resident Partnerships/Corporations must submit a Certificate of License Status from their domiciliary state that indicates the name change has been recorded in that state.

License # _____ is currently issued in the following name: _____.

The new name of our Partnership/Corporation is: _____.

Partnerships/Corporations current address: _____

Street Address or P.O. Box

City

State

Zip

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Signature of Licensed Member

Date

SECTION #4 – Addition and Deletion of Members for a Partnership/Corporation

- All active members of your Partnership/Corporation must be listed with The Louisiana Department of Insurance even if they do not hold an individual Louisiana agents license.
- Please complete the entire section. If the member does not own financial interest, please indicate N/A.

Name of Corporation: _____ License #: _____

Addition of Members – New and Active Members of the Partnership/Corporation

Name of Member	Position	License #	Social Security #	Financial %

Deletion of Members – Members No Longer Affiliated With the Partnership/Corporation

Name of Member	Position	License #	Social Security #	Financial %

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Signature of Licensed Member

Date