

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF BUSINESS REGULATION INSURANCE  
DIVISION**

**ADDRESS CHANGES, RELOCATIONS OR REDOMESTICATIONS**

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**REDOMESTICATION** - a statutory home office address change from one state to another state

The following items must be submitted to this Division to process a company's redomestication:

1. Certified copies of the approved Articles of Redomestication, the amended Articles of Incorporation, and amended By-Laws, if any
2. The company's continuous R.I. Certificate of Authority, which was issued on or after April 1, 1988, to be replaced
3. A Retaliatory Statement completed by the new State of Domicile
  - see blank form at [http://www.dbr.ri.gov/pdf\\_forms/insur/RetaliatoryStatement.PDF](http://www.dbr.ri.gov/pdf_forms/insur/RetaliatoryStatement.PDF)
4. A completed Company Information Questionnaire
  - see blank form at <http://www.dbr.ri.gov/documents/divisions/insurance/foreign/RIQuestionnaire.PDF>

*Upon receipt of the above material, we will replace the company's R.I. Certificate of Authority to reflect the new city and state of domicile. Appropriate fees will be billed on a retaliatory basis upon completion of the process.*

*Note: Most states permit a redomestication by charter amendment. However, if the company's state of domicile requires a merger into a shell company, please contact our department for specific requirements.*

**RELOCATION OF HOME OFFICE** - a statutory home office change from one city to another within the same state

The following items must be submitted to this Division to process a company's home office relocation:

1. Certified copies of the Articles of Incorporation and By-Laws, if amended, to reflect the change of address
2. The company's continuous R.I. Certificate of Authority, which was issued on or after April 1, 1988, to be replaced
3. A completed Company Information Questionnaire
  - see blank form at <http://www.dbr.ri.gov/documents/divisions/insurance/foreign/RIQuestionnaire.PDF>

*Upon receipt of the above material, we will replace the company's R.I. Certificate of Authority to reflect the new city of domicile. Appropriate fees will be billed on a retaliatory basis upon completion of the process.*

**SIMPLE HOME OFFICE CHANGES** - a statutory home office address change within the same city

The following items must be submitted to this Division to process simple home office changes and any associated telephone number change, including the toll-free telephone number required by R.I. General Laws §27-2-1.1 (See <http://www.rilin.state.ri.us/Statutes/TITLE27/27-2/27-2-1.1.HTM>)

1. Notification of address change on company letterhead
2. Certified copies of the Articles of Incorporation, if amended

*Upon receipt of the above material, we will change that address and/or telephone number in our database. Appropriate fees will be billed on a retaliatory basis upon completion of the process.*

**MAILING ADDRESS CHANGES** - any change of a company's primary mail address

The company should immediately notify this Division of any mail address change on company letterhead.

**Note regarding all mail or home office address changes**

If appropriate, policy forms previously approved should be re-filed for use by the company, subject to the following instructions:

- **Life & Health Policy Forms and/or Rates:** See Filings of Previously Approved Policy Forms at <http://www.dbr.ri.gov/documents/divisions/insurance/foreign/PolicyFormsPrevOKd-Life.PDF>.

If additional information is needed on forms or rates, please contact the Life, Accident and Health Section of this Division, at (401) 462-9621.

- **Property & Casualty Policy Forms and/or Rates:** See Item F of Instructions for Property & Casualty Rate, Rule & Form Filings at [http://www.dbr.ri.gov/documents/divisions/insurance/property\\_casualty/P&C\\_Rate\\_Rule\\_and\\_Policy\\_Form\\_Filing\\_Requirements.pdf](http://www.dbr.ri.gov/documents/divisions/insurance/property_casualty/P&C_Rate_Rule_and_Policy_Form_Filing_Requirements.pdf)

If additional information is needed on forms or rates, please contact Paula Pallozzi, Chief of the Property & Casualty Section of this Division, at (401) 462-9616.

**Companies with questions regarding filing requirements for address changes should contact the department by phone directly to Jack Kearney at (401) 462-9626 or Julie Savoie at (401) 462-9566, by email at [DBR.CompanyLicensing@dbr.ri.gov](mailto:DBR.CompanyLicensing@dbr.ri.gov), or by fax at (401) 462-9602.**