

DEPARTMENT OF INSURANCE**Legal Division, Corporate Affairs Bureau**

45 Fremont Street, 24th Floor
San Francisco, CA 94105
www.insurance.ca.gov

**NOTICE OF CHANGE OF PROCEDURE RE: CITY OF DOMICILE**

To: ALL ADMITTED INSURERS AND INTERESTED PERSONS

Date: September 15, 2005

**Subject: DISCONTINUATION OF LISTING CITY OF DOMICILE ON
CERTIFICATE OF AUTHORITY**

This Notice is to inform affected parties that the California Department of Insurance (CDI) is discontinuing the practice of including an insurer's city of domicile on its Certificate of Authority. Presently, a California Certificate of Authority lists both the city and state of an admitted insurer's domicile. An insurer which changes its city of domicile within its domestic state is therefore required to apply for an amended Certificate of Authority. This requirement has been necessary to keep the certificate up-to-date. The process to obtain an amended Certificate of Authority to change the city of domicile requires that an insurer submit an application, pay a statutory fee of \$117.00, surrender its current Certificate of Authority to the CDI for cancellation and await approval of its application for an amended Certificate.

Beginning on September 18, 2005, a Certificate of Authority will list only the insurer's state of domicile. This will eliminate the need for an insurer moving within its domestic state to apply for an amended certificate of authority. *This procedure change applies only to a change of city within the same state, and does not apply if an insurer is changing its domiciliary state (redomestication).*

Please note: An insurer is required by California Insurance Code (CIC) Section 713 to update previously filed information by filing with the CDI a written notification of a change of address if the insurer moves to another city within its domestic state. Please submit a completed Change of Address/Contact Information Form (National Association of Insurance Commissioners [NAIC], UCAA-Form 14) to:

Corporate Affairs Bureau
45 Fremont Street, 24th Floor
San Francisco, CA 94105

In addition, if a move to another city necessitates amendment of the insurer's Articles of Incorporation, the amended Articles should be filed with the CDI at the address above, together with the fee specified by CIC Section 714.

Should you have any questions, please contact the Corporate Affairs Bureau at (415) 538-4035.

GARY M. COHEN
Deputy Commissioner and General Counsel