

Division of Rehabilitation and Liquidation

www.floridainsurancereceiver.org

Instruction Sheet for Name and/or Address Changes:

Please follow the instructions below to ensure proper documentation is submitted to the Receiver to support your request to change your name and/or address. Proper verification of your new name and/or address must accompany your request. The Receiver reserves the right to validate any name and/or address change request received. We may request additional information from you based on the documentation you provide. If you do not have the applicable forms, they can be downloaded from the Receiver's website at www.floridainsurancereceiver.org

1) Address Change ONLY (for Name Changes, see other choices listed below)

- Properly executed **Claimant Address Change Only Request** form.
- Copy of valid drivers license, utility bill, passport, or other photographic legal identity document
- If claimant is a business and is not incorporated, document(s) to verify the new address, such as utility bill, occupational license, or bank statements should be submitted. If incorporated, a copy of most recent filing with Sec of State (www.sunbiz.org), or filing that reflects address change should be submitted.

2) Name Change due to Marriage (with or without address change)

- Properly executed **Claimant Name Change Request With or Without Address Change** form.
- Copy of valid drivers license, utility bill, passport, or other photographic legal identity document
- Copy of marriage certificate

3) Name Change due to Death (with or without address change)

- Properly executed **Claimant Name Change Request With or Without Address Change** form.
- Copy of valid drivers license or other photographic legal identity document for individual requesting name change
- Copy of death certificate, and
- If the claim is less than \$5,000:
 - Properly executed **Estate Affidavit**
- If the claim is over \$5,000:
 - Certified copy of court order identifying beneficiaries, or
 - Documents from probate that reflect this information, copy of will and Petition for Discharge or appointment of personal representative

4) Name Change due to Divorce (with or without address change)

- Properly executed **Claimant Name Change Request With or Without Address Change** form.
- Copy of valid drivers license, utility bill, passport, or other photographic legal identity document
- Copy of divorce agreement
- Properly executed **Divorce Affidavit**

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5) Name Change for Companies or Corporations (with or without address change)

- Active Companies
 - Properly executed **Claimant Name Change Request With or Without Address Change** form.
 - Copy of valid drivers license or other photographic legal identity document for individual requesting name change
 - If incorporated, copy of most recent filing with Sec of State (www.sunbiz.org), or filing that reflects name change
 - If not listed with Sec of State submit
 - Signed statement by a listed officer of the company authorizing payment, or
 - Corporate bylaws reflecting authorization, or
 - Corporate resolution reflecting individual's authority to act on behalf of company

- Inactive or Dissolved Companies
 - Properly executed **Claimant Name Change Request With or Without Address Change** form.
 - Copy of valid drivers license or other photographic legal identity document for individual requesting name change
 - Documentation that will clearly verify the connection between the individual and the dissolved company or corporation, such as:
 - Tax Filings, occupational license, bank statements, etc.
 - If incorporated, a copy of last filing with Sec of State (www.sunbiz.org) identifying officers, or
 - If not listed with Sec of State:
 - Signed statement by a listed officer authorizing payment, or
 - Corporate bylaws reflects authorization, or
 - Corporate resolution authorizing
 - Properly executed **Inactive or Dissolved Company Affidavit**
 - If owner deceased, properly executed **Inactive or Dissolved Company Estate Affidavit**

- Law Firms/Attorney's
 - Properly executed **Claimant Name Change Request With or Without Address Change** form.
 - Documentation that will clearly support the law firm or attorney name change:
 - Written explanation on firm or attorney letterhead
 - Agreement from prior attorney Receiver has on record, if applicable
 - If incorporated, copy of most recent filing with Sec of State (www.sunbiz.org), or filing that reflects name change