Name Change and/or Address Change Request Form

Please complete this form and return it to the Bureau of Consumer Credit Protection with the required supporting documentation and your payment of $25.

Please provide:

☐ A signed letter on company letterhead stating:
  ▪ the previous company name and/or address;
  ▪ the new company name and/or address; and
  ▪ the date the change became or will become effective

☐ Your original registration or license certificate. The Bureau will issue a new certificate once the name and/or address change has been approved and processed.

☐ An original bond rider amendment reflecting the change, if applicable. Copies cannot be accepted.

☐ For a name change: proof that you have the necessary form with the Maine Secretary of State to conduct business under the new name.

☐ $25 administrative fee:
  ▪ Checks are to be made payable to “Treasurer, State of Maine”
  ▪ Payment may also be made by credit card. To download the form:
    • Go to www.maine.credit.gov
    • Click “Apply for a professional license”
    • Under your business category, click “Licensing/Registration Information”
    • Under forms and applications, click “Authorization of Credit Card Payment”

☐ List the name and phone number of contact person(s) for:
  ▪ Compliance Examinations _____________________________________________
  ▪ Consumer Complaints _____________________________________________

Company representative preparing this request:

Signature: ____________________________________________________________________

Name (printed) and Title: ____________________________________________________________________

E-mail address: ____________________________________________________________________

Telephone number: ____________________________ Fax number: _____________________________

Date: ____________________________________________