

## ATTENTION NEW MEXICO LICENSEES

Effective February 20, 2025, the Office of Superintendent of Insurance (OSI) will only accept name changes for individuals and business entities online using [www.NIPR.com](http://www.NIPR.com). Previous name change forms will no longer be accepted.

Pursuant to NMSA 1978, § 59A-12-17(G), if a name change is reported to the OSI more than 30 days after it was legally changed, the licensed individual is required to submit a penalty fee of \$50.00. The penalty fee must be paid to the OSI by check or money order. The responsibility to comply with this requirement is solely that of the licensee; licensees should not expect additional warnings or notification if this requirement is delinquent.

### ***Penalty fee payment instructions:***

1. Make check or money order payable to: “OSI”
2. Memo **must** indicate both “Name Change Penalty” and the Licensee’s NPN. Failure to provide the memo information as requested may prevent the penalty fee from being credited to the proper licensee, which may lead to enforcement action for non-payment of the penalty. Further, all fees paid to the OSI are non-refundable pursuant to NMSA 1978, §59A-6-1.
3. Penalty fee must be mailed or hand delivered to the Santa Fe office location:

#### **USPS Mail only:**

OSI  
Producer Licensing  
PO Box 1689  
Santa Fe NM, 87504

#### **Overnight or Second Day Mail only:**

OSI  
Producer Licensing  
1120 Paseo De Peralta, 4th Floor  
Santa Fe NM, 87501

**Note:** (1) All New Mexico resident and nonresident producers may only do business under the licensee's legal name, pursuant to NMSA 1978, §59A-12-27. This requirement applies equally to individual and business licensees.

(2) Because the online name change application contains an attestation section, supporting documentation is not required to be submitted with the application. However, pursuant to NMSA 1978, §59A-4-3 and 59A-11-21, such documentation may be requested at the discretion of the OSI.

(3) If the OSI is informed of a late name change needing to be completed or already submitted online, the licensee will be invoiced the \$50.00 penalty fee.

(4) The penalty fee invoice will be emailed to the licensee email address(es) on file.

All referenced statutory provisions may be accessed using the link below: <https://www.osi.state.nm.us/pages/bureaus/legal/resources/laws-rules>

Questions or concerns may be directed to the Producer Licensing Bureau at [Agents.Licensing@osi.nm.gov](mailto:Agents.Licensing@osi.nm.gov) or 1-855-427-5674 option 1.

Thank you,

Producer Licensing Bureau

**New Mexico Superintendent of Insurance**

1120 Paseo de Peralta, 87501, Santa Fe