



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
Insurance Division – Agent Licensing
500 James Robertson Parkway
Nashville, TN 37243-1134
Phone (615) 741-2693

Fax: (615) 532-2862

Email: ce.agent.licensing@tn.gov

Request for Change of Address – Business Entity

For Tennessee-licensed, non-resident business entities who have changed resident states, submit the following form to the Department at CE.Agent.Licensing@TN.gov. (If moving to Tennessee, a resident application is required.) For Tennessee-licensed, resident or non-resident business entities who have changed addresses but remain in their original resident state, update your address information at www.NIPR.com. Additionally, updates regarding phone numbers, email addresses, and name changes can be made at www.NIPR.com.

Business Entity’s Name: _____

Tennessee License Number or NPN Number: _____

Complete the parts below for the address(es) that have changed.

Business address (P.O. Box is Not Accepted) - Note: Pursuant to T.C.A. § 56-6-108(a)(1), do not submit this form until the producer has an active license in their new resident state. For questions, please call (615) 741-2693.

Previous Business Address: _____

New Business Address: _____

Update Mailing Address-

Previous Mailing Address: _____

New Mailing Address: _____

Submitted By: _____ **Date:** _____

**Every Tennessee-licensed insurance producer shall notify the Commissioner of the Tennessee Department of Commerce and Insurance of any change in business address within thirty (30) business days of the change pursuant to T.C.A. § 56-6-107(g).*