



**COMMONWEALTH OF MASSACHUSETTS**  
**Office of Consumer Affairs and Business Regulation**  
**DIVISION OF INSURANCE**

1000 Washington Street, Suite 810 • Boston, MA 02118-6200  
(617) 521-7794  
[www.mass.gov/doi](http://www.mass.gov/doi)

**Foreign Insurance Company Address Change Instructions**

A foreign insurance company with authority to transact insurance business in Massachusetts that changes either its mailing address or home office address **must** provide the following:

1. Written notification of the address change, including the old address and the new address
2. Written indication as to whether the address change is for the mailing address, home office address, or both addresses
3. The effective date of the address change(s)
4. There is no fee for this filing

Please forward these items to:

Commonwealth of Massachusetts  
Division of Insurance  
Company Licensing Section  
1000 Washington Street, Suite 810  
Boston, MA 02118-6200