



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

1 Federal Street, Suite 700• Boston, MA 02110-2012  
(617) 521-7794  
[www.mass.gov/doi](http://www.mass.gov/doi)

## **Domestic Insurance Company Home Office Address Change Instructions**

A Massachusetts domestic insurance company that changes its **statutory home office address** **must** have this change **approved** by the Commissioner of Insurance **prior** to filing the change with the Secretary of the Commonwealth of Massachusetts, in accordance with Massachusetts General Laws, Chapter 175, Section 34.

1. The Company must file **two (2)** original, completed **Certificate of Change of Principal Office** forms with the Commissioner of Insurance. The Secretary or the Assistant Secretary of the Company must sign these forms.  
The Certificate of Change of Principal Office form is available from the Massachusetts Division of Insurance website.
2. Once the Commissioner of Insurance has approved the Certificate of Change of Principal Office forms they will be returned to the Company and should be filed by the Company with the Secretary of the Commonwealth of Massachusetts, Attention: Mike Pagones, Corporations Division, One Ashburton Place, Boston, MA 02108-1512.
3. After the Certificate of Change of Principal Office forms have been filed with and approved by the Secretary of the Commonwealth of Massachusetts, one copy of the approved form must be returned to the Division of Insurance at Commonwealth of Massachusetts, Division of Insurance, Company Licensing Section, 1 Federal Street, Suite 700, Boston, MA 02110.
4. The Division of Insurance does not charge a fee for this filing.