INFORMATION NECESSARY TO OBTAIN DOCUMENT CERTIFICATION

The Pennsylvania Insurance Department (Department) will certify public documents for insurers, i.e. reports of examination, articles of amendment, filed financial statements, etc. In order to process certification requests the following procedures must be followed:

1. The request must be made in writing.

2. The request must be accompanied by:
    a. The name of the Company
    b. The 5 digit NAIC Company Code
    c. The documents to be certified OR a clear description of the documents on file with the Department that you wish to be certified
    d. The number of certificates and copies of certificates required
    e. The name and address of the person to receive the certificates

3. Provide copies of the documents to be certified. The Department will certify documents currently on file. There is a per page charge for copies.

4. Payment for Certifications:
    Requestors must submit payment in advance. Please provide a name and telephone number so that the Department may contact them with the payment amount.

5. The costs for certifications are:
    $20.00 per certificate prepared
       .20 per page certified

    EXAMPLE: Certification of a two page document provided by the requestor would cost:

$20.00	for the certificate
$ .40	for two pages certified
$20.40	Total

    The costs of copying documents currently on file with the Department are:

    $2.00 per 8.5" x 14" page
      .25 per 8.5" x 11" page

    There is no per page certification fee for documents on File with the Department.

EXAMPLE: Certification of a 4 page 8.5" x 11" document and a separate 1 page 8.5' x 14" page document on file with the Department would cost:

$40.00	for 2 certificates
$ 1.00	to copy four 8.5" x 11" pages
$ 2.00	to copy one 8.5" x 14" page
$43.00	Total

PLEASE DIRECT INQUIRIES TO:

Nicole Lukens
Office of Corporate and Financial Regulation
Pennsylvania Insurance Department
1345 Strawberry Square
Harrisburg, PA 17120
Phone: (717) 783-2142
Email: nlukens@pa.gov

NOTE: ANY REPORT OF EXAMINATION CANNOT BE CERTIFIED UNTIL 30 DAYS AFTER THE ORDER IS SIGNED.