



**Department of Business Regulation**  
*Insurance Division*  
1511 Pontiac Avenue  
Cranston, Rhode Island 02920

## **Industry Alert 2017-5**

### **E-Mail Contact for Service of Process upon Insurance Companies**

In response to the statutory change to R.I. Gen. Laws § 27-2-14 effective July 18, 2017 and, to further the Department's commitment to improving efficiencies, the Department will cease mailing copies of services of process and will instead send these documents electronically via email to the "Service of Process Contact" on file for each foreign insurance company and insurance related licensee.

The Department will accept service of process on behalf of licensed foreign insurers, reciprocal exchanges and interinsurers, fraternal benefit societies, and nonresident reinsurance intermediaries in accordance with 230-RICR-20-60-10 (Insurance Regulation 114). This Alert does not apply to those insurers or entities for which the Department is not authorized to accept service of process in accordance with Section 6 of 230-RICR-20-60-10 (Insurance Regulation 114).

All foreign insurers and insurance related licensees subject to 230-RICR-20-60-10 (Insurance Regulation 114) are hereby required to provide the Department with an e-mail address for the "Service of Process Contact" to ensure timely and accurate delivery of services of process served upon the insurance commissioner. The following Service of Process Contact information must be sent electronically to Debra Almeida at [Debra.Almeida@dbr.ri.gov](mailto:Debra.Almeida@dbr.ri.gov) by January 8, 2018.

Licensees Name: \_\_\_\_\_  
NAIC CoCode (if applicable): \_\_\_\_\_  
Service of Process Contact Name: \_\_\_\_\_  
Service of Process Contact E-mail address: \_\_\_\_\_

The licensee shall be responsible for notifying the Department within 10 days of any change in Service of Process Contact electronically to the email address noted above.

Elizabeth Kelleher Dwyer  
Superintendent of Insurance  
December 8, 2017