

# CONDITIONAL LICENSE COVER SHEET

*The online application for the Conditional License will be active soon, but the Online Portal is under maintenance at this time. We apologize for the inconvenience, but global changes are being made to the State online payment system.*

There are two steps to submit the Conditional License application:

- **First, complete this page and attach it to the front of the Conditional License application** (Form A-1 or A-2) then mail the two documents to our Dover Office with the Conditional License Application payment of \$3,600 payable to the Delaware Department of Insurance:

**Delaware Department of Insurance  
1351 West North Street, Suite 101  
Dover, DE 19904**

Captive Company Name \_\_\_\_\_

Captive Manager Name \_\_\_\_\_

Captive Manager Email \_\_\_\_\_

Company EIN (if assigned) \_\_\_\_\_

- **Second, email the complete Application to [captive@delaware.gov](mailto:captive@delaware.gov)**

Make sure the Conditional License Application includes:

- Conditional License Cover Sheet
- Form A-1 or Form A-2 completed Application
- Completed Form for Statement of Compliance for Conditional License
- Account Balance Confirmation (Form C-1) or proof of the available funds

## **Notes:**

As stated on the Form A-1 or A-2, email the completed application to the [captive@delaware.gov](mailto:captive@delaware.gov) following the checklist on the last page of the application.

Mail the Actuarial Feasibility Study with 5 years expected and adverse proformas and the original Application and the original Biographical Affidavits within 10 business days to our Wilmington Office:

**Delaware Captive Bureau  
503 Carr Road, Suite 303  
Wilmington, DE 19809**

The Captive Manager will receive the Conditional License via email as soon as the application has been reviewed for verification that it is complete.

**PLEASE NOTE: SUBMITTING AN INCOMPLETE APPLICATION WILL RESULT IN A DELAY OF RECEIVING THE CONDITIONAL LICENSE CERTIFICATE.**