Government of the District of Columbia
Department of Insurance, Securities and Banking

William P. White
Acting Commissioner

BULLETIN
03-SB-04-03/21
(Revised)

TO: **SECURITIES INDUSTRY**

FROM: **WILLIAM P. WHITE, ACTING COMMISSIONER** 4/7/11

SUBJECT: **CHANGE OF ADDRESS FOR SECURITIES BUREAU LOCKBOX FILINGS**

DATE: **APRIL 7, 2011**

The purpose of this bulletin is to update the change of address to the District of Columbia Department of Insurance, Securities and Banking's ("DISB") lockbox for private courier delivered filings. The DISB requires all filings and other correspondence submitted with an accompanying check as payment of a securities professional license, registration of securities offering, or exemption or notice filing fee, must be mailed directly to the Securities Bureau lockbox at one of the two addresses listed below. **Please note that the type of mail delivery service determines which lockbox shall be used, and that all checks shall be made payable to the D.C. Treasurer**. The two lockbox addresses are as follows:

1. All filings and other correspondence containing payments that are sent via **private courier services such as DHL, UPS, FedEx and Airborne Express** must be sent to the following address:

   District of Columbia
   Department of Insurance, Securities and Banking
   Securities Bureau

   Wells Fargo Bank
   7175 Columbia Gateway Drive
   Lockbox #92660
   Columbia, MD 21046

2. All filings and other correspondence containing payments that are sent via **regular U. S. Mail Service or U.S. Postal Service Express Mail** must be sent to:

District of Columbia
Department of Insurance, Securities, and Banking
Securities Bureau
P.O. Box 92660
Washington, DC 20090

Securities filings and other correspondence that do not contain checks or other forms of payment should be sent directly to the Securities Bureau at the address listed below:

District of Columbia
Department of Insurance, Securities and Banking
Securities Bureau
810 First Street, N.E., Suite 610
Washington, DC 20002

Beyond the change of address to the private courier lockbox, there are no additional changes to Bulletin 03-SB-004/3-21 (Rev. 5/11/09).

For additional information, please visit our website at www.disb.dc.gov, or contact J. Michael (Mike) McManus, Assistant Director, Securities Bureau, Division of Corporation Finance, by phone at (202) 442-7826, or by email at james.mcmanus@dc.gov.