



**DISTRICT OF COLUMBIA
DEPARTMENT OF INSURANCE, SECURITIES AND BANKING
BANKING BUREAU**

Telephone: (202) 727-8000 Fax: (202) 535-1197 Email: BankingBureau@DC.gov Internet: <http://www.disb.dc.gov/>

INITIAL NON-DEPOSITORY ATM REGISTRATION – INSTRUCTIONS AND INFORMATION

This document is an integral part of the initial ATM registration process and contains important instructions and requirements for all applicants. Applicants should read this document in its entirety before attempting to complete the application. Do NOT return the instructions with the completed application.

It is the Applicant's responsibility to read and become familiar with the Automated Teller Machine Act of 2000 effective June 9, 2001 (*D.C. Law 13-308; D.C. Official Code 26-131.01 et seq.*), before completing the application. Applicants may do so by clicking [here](#). The Department of Insurance, Securities and Banking (DISB) expects registrants to meet high ethical and performance standards beginning with the registration application process.

The DISB will review application packages for completeness upon receipt and reserves the right to request supplemental information for any portion of the application. We look forward to providing you with expedient and professional service; therefore, complete, accurate, and verifiable responses should be provided at the outset of the registration process. Applicants are advised to submit their application at least thirty (30) days prior to the time they desire the ATM to be active in order to provide sufficient time for DISB processing.

ATTENTION: Pursuant to the provisions of the Automated Teller Machine Act of 2000 effective June 9, 2001 (*D.C. Law 13-308; D.C. Official Code 26-131.01 et seq.*), no person or entity shall operate a non-depository ATM in the District of Columbia without obtaining the appropriate registration issued by this Department. The District of Columbia ATM Law, D.C. Official Code § 26-131 *et seq.* (2001), requires the "operator" of a non-bank ATM in the District of Columbia to register the machine with the Department of Insurance, Securities and Banking ("DISB"). The "operator" is defined as the "the person who imposes the fee on, or receives the fee from the customer".

IMPORTANT: TO MAXIMIZE OUR OVERALL EFFICIENCY IN PROCESSING INITIAL ATM REGISTRATION APPLICATIONS, **INCOMPLETE, ILLEGIBLE, WHITED-OUT OR FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING. THE APPLICATION WILL BE RETURNED TO THE APPLICANT TO BE COMPLETED AND RE-SUBMITTED.**

MAILING INSTRUCTIONS: ALL application information that is accompanied by a payment **MUST** be submitted by **REGULAR MAIL** to:

**DISB – Banking Bureau
PO Box 96378
Washington, D.C. 20090-6378**

Application information and other correspondence that does **NOT** include a payment may be sent by regular mail or via express mail service, or submitted in person to our office located at:

**Department of Insurance, Securities and Banking
Banking Bureau
810 First Street, NE, Suite #701
Washington, D.C. 20002**

IMPORTANT: Please note that any payments sent to the First Street address will be forwarded directly to our lock-box facility and will delay the processing of your payment and application.

Should you have any questions please email us at BankingBureau@dc.gov. Or you may contact us by calling **202-727-8000** between the hours of 8:15 a.m. and 4:45 p.m. EST Monday through Friday.

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PREPARING THE APPLICATION PACKAGE - IMPORTANT!

Read and respond to **all** applicable questions or requests on the Initial ATM Registration Application and the Instructions document. ALL Applicants **must** complete, review, sign, and enclose the “Initial ATM Registration Application - Checklist” as a cover sheet with the application package. The Checklist document will clearly indicate the order in which the application and supporting materials should be submitted.

NOTICE: The [Initial ATM Registration Application](#) and all related forms are available on our website in a **user-friendly** interactive format and **CAN** be **COMPLETED** online but **CANNOT** be submitted electronically at this time. You **MUST** print out the completed form and submit it with all other required documentation listed in the application and the instructions document.

ADDITIONAL ATM LOCATIONS

Applicant registering more than one (1) ATM(s) with the Initial ATM Registration Application must complete the [Additional ATM Registration Application](#) as needed and submit it as part of the complete application package.

SUPPLEMENTAL INFORMATION SECTION

ALL applicants MUST respond to Section 1 and all other applicable sections. We recommend that applicants carefully review the requirements listed below. It is suggested that you use the check off boxes conveniently located in the left column of this section to ensure that each question is reviewed and addressed, if applicable.

SECTION 1 - ALL APPLICANTS PROVIDE THE INFORMATION REQUESTED IN THIS SECTION

<input type="checkbox"/>	Organizational Documents: Applicant must provide a copy of organizational documents based on entity structure: by-laws; articles of incorporation/organization; partnership agreement; certificate of limited partnership; articles of association, or operating agreement. <i>(Include certified copies of any amendments)</i>
<input type="checkbox"/>	Business Plan: Provide a business plan dated not more than 180 days prior to the application date. Indicate all business activities to be conducted by the applicant including those not covered by the Automated Teller Machine Act of 2000. Include projected financial statements for at least the next 12 months (include major assumptions used in making these projections); internal organizational structure; internet based activity; policies and procedures to address consumer grievances on a timely basis; staffing; banking arrangements and other pertinent operational information.

MISCELLANEOUS:

- o Prior versions of the application forms will **not** be accepted for processing after September 1, 2005.
- o All documents submitted in a language other than English **must** be translated and certified by the translator to be true and correct.
- o A decision will be made within thirty (30) calendar days from the date the application is deemed complete by the DISB.
- o After your registration is issued, you are responsible for notifying this Department of any material changes regarding the registered business that would be necessary for this Department to provide effective oversight and supervision of the registrant. Such information would include changes to name, address, other contact information, ownership, business structure, ATM removals and additions and other material information.

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