



**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/>

NON-DEPOSITORY RENEWAL ATM REGISTRATION – INSTRUCTIONS AND INFORMATION

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

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 application process. Applicants are advised to submit their application at least thirty (30) days prior to the expiration date on the current registration Decal in order to provide sufficient time for DISB processing.

Note: Failure to submit a complete ATM registration renewal application and all applicable supporting material prior to the annual October 31 renewal deadline may result in the imposition of any applicable late fee.

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*); in order to continue operating a non-depository ATM in the District your business is required to file a renewal application with and receive approval from this Department well in advance of the registration expiration date.

IMPORTANT: TO MAXIMIZE OUR OVERALL EFFICIENCY IN PROCESSING ATM REGISTRATION RENEWAL 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.

Department of Insurance, Securities and Banking
ATM REGISTRATION RENEWAL – INSTRUCTIONS AND INFORMATION

PREPARING THE APPLICATION PACKAGE - IMPORTANT!

Read and respond to all applicable questions or requests on the License Renewal Application and the Additional ATM Registration Application, if applicable.

ADDITIONAL ATM REGISTRATION RENEWALS: If the Registrant is renewing a registration(s) for an additional location(s) the [Additional ATM Registration Application](#) must be completed as needed and submitted as part of the complete application package.

MISCELLANEOUS:

- Prior versions of the application forms will **not** be accepted for processing after September 1, 2005.
- All documents submitted in a language other than English **must** be translated and certified by the translator to be true and correct.
- A decision will be made within thirty (30) days from the date the application is deemed complete by the DISB. Your registration must be renewed no later than the expiration date on the current registration Decal.
- After your registration has been renewed, 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, additions and any other material information.

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