

Government of the District of Columbia  
Department of Insurance and Securities Regulation

Anthony Williams  
Mayor



Lawrence H. Mirel  
Commissioner

## ATTENTION!!

On March 21, 1995, the “Insurer’s Service of Process Act of 1994” became law. It requires that an insurer licensed to engage in business in the District of Columbia appoint a suitable person in the District or not more than 10 miles beyond the territorial limits of the District as agent for the company. It should be noted that the commissioner a suitable person in the District or not more will serve as agent for service of process only after the company refuses to appoint an agent or when a person is unable to serve a company’s agent. When a person is unable to serve an agent, his/her efforts must be documented and reasonable.

There is no fee for filing official notification with the insurance administration of the company’s agent for service of legal process. However, fees will be charged when legal process is served upon the commissioner. The amount of fees will be set by regulation. Failure to comply with this law is a misdemeanor. A fine of not more than \$500.00 per day for each violation can be assessed.

Alternate sanctions of civil fines, penalties and fees may be imposed for violations of this law, rules or regulations issued pursuant to this law. If a fine is imposed, a company may within thirty (30) days after notice of a fine is sent, contest by hearing the imposition or amount of the fine. The hearing must begin not less than ten days, or more than thirty days from the date the request for the hearing is received by the superintendent. Hearings are conducted pursuant to the rules for contested cases listed in DCMR Title 26.

To comply with the “Insurer’s Service of Process Act of 1994” send to the DC Department of Insurance & Securities Regulation, Legal Affairs Office, 810 First Street, N.E., Washington, D.C. 20002, a letter signed by the president or vice-president of the company that states the company’s principal office address and the name and address of its agent for service of process in the District including any changes in address.

If you have any questions or need any additional information, do not hesitate to contact Michelle Mathis on 202-442-7769 or via email at [michelle.mathis@dc.gov](mailto:michelle.mathis@dc.gov).