



**Government of the District of Columbia
Department of Insurance, Securities and Banking
Consumer and Professional Services Division (CPSD)**

REQUEST FOR COMPANY RENEWAL

Pursuant to District of Columbia Code, all licensed and/or registered insurance entities must renew their license(s), registration(s), and/or Certificate(s) of Authority (where applicable) annually by May 1.

INSTRUCTIONS: Complete, sign, and submit this renewal request with the appropriate check amount payable to the DC Treasurer to the attention of the assigned Licensing Specialist after January 1, but no later than April 30, at the designated P.O. Box address.

Life Company: \$200 Property and Casualty Company: \$200 Health Maintenance Organization (HMO): \$200 Fraternal Association: \$50 Hospital and Medical Services Corporation: \$200 Title: \$200 Attn: Denise Parker, Company Licensing Specialist Phone: (202) 442-7815	Premium Finance: \$150 Accredited Reinsurer: \$300 Purchasing Group: \$250 Risk Retention: \$250 Attn: Willie Hicks, Insurance Licensing Specialist Phone: (202) 442-7814 OR LuCynthia Jordan, Insurance Licensing Specialist Phone: (202) 442-7813 OR Sheila Johnson- Parker, Insurance Licensing Manager Phone: (202) 442- 7795
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Renewal requests **MUST** be signed and mailed to: D.C. Department of Insurance, Securities and Banking
Consumer and Professional Services Division
P.O. Box 92180, Washington, DC 20090

Failure to use the above address will substantially delay the processing of your renewal. You must use the U.S. Post Service for delivery to a P.O. Box.

The _____ Group # _____ NAIC# _____
 _____ Company Name
 Fein# _____ hereby request renewal of its License/Registration and/or Certificate(s) of Authority for the licensing _____
 License # _____ for the licensing year ending April 30 2006.

IMPORTANT:All licensees must respond to the certification requirement below in compliance with the CLEAN HANDSACT OF 1996 before receiving a license or permit. Please read the question carefully before responding.

As of this date, do you owe more than one hundred dollars (\$100.00) to the District of Columbia Government as a result of any of the following:

- Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985)
- Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994)
- Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1985)
- Past due taxes
- Past due District of Columbia Water and Sewer Authority Services Fee
- Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)

Yes No

Note: If you answered "Yes" to this question, please submit proof of the arrangements you have made to pay the outstanding debt with this request for renewal. If you do not have a payment schedule to pay the amount owed, or if no appeal is pending, your request maybe denied. Any false information provided requires that the Department of Insurance, Securities and Banking proceed immediately to revoke the License or Permit for which you are requesting renewal and impose the applicable \$1,000.00 fine pursuant to D.C. Official Code § 47-2864 (2001).

Representative _____ Date _____

 (Company Representative Signature)

 Full Name* _____ Phone* _____

 (Printed Name and Title) *
 Fax* _____ Email* _____

 Company Name _____
 Company Mailing Address _____

 City _____ State _____ Zip Code _____

Failure to use the above PO Box address will substantially delay the processing of your renewal.