



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

**REQUEST FOR COMPANY RENEWAL**

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

**INSTRUCTIONS:** Complete and submit this renewal request with the appropriate amount payable to the DC Treasurer after January 1, but no later than April 30. This form and payment should be submitted through *OPTins* ([optins.org](http://optins.org)). For questions please contact one of the designated Licensing Specialists.

Life Company: \$200  
Property and Casualty Company: \$200  
Health Maintenance Organization (HMO): \$200  
Fraternal Association: \$50  
Hospital and Medical Services Corporation: \$200  
Title: \$200

Premium Finance: \$150  
Accredited Reinsurer: \$300  
Purchasing Group: \$250  
Risk Retention: \$250  
Willie Hicks, Insurance Licensing Specialist  
Phone: (202) 442-7814 or  
LuCynthia Jordan, Insurance Licensing Specialist  
Phone: (202) 442-7813 or  
Kathy Alexander, Insurance Licensing Specialist  
Phone: (202) 442- 7819

The \_\_\_\_\_ Group # \_\_\_\_\_ NAIC# \_\_\_\_\_  
Fein# \_\_\_\_\_ License # \_\_\_\_\_ requests renewal of its License/Registration and/or Certificate of Authority.  
for the licensing year ending April 30,

**IMPORTANT:**All licensees must respond to the certification requirement below in compliance with the CLEAN HANDS ACT 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).

Name\* \_\_\_\_\_ Date\* \_\_\_\_\_  
Title\* \_\_\_\_\_ Phone\* \_\_\_\_\_ Email\* \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Renewal requests must be submitted through *OPTins*.