

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



William P. White
Commissioner

BULLETIN
11-IB-01-06/20

TO: ALL PERSONS ENGAGED IN THE BUSINESS OF INSURANCE IN THE DISTRICT OF COLUMBIA

FROM: WILLIAM P. WHITE, COMMISSIONER 

SUBJECT: PROCEDURES FOR FILING APPLICATIONS FOR WRITTEN CONSENT PURSUANT TO 18 U.S.C. § 1033

DATE: JUNE 20, 2011

The intent of this Bulletin is to inform all persons engaged in the business of insurance of the Department of Insurance, Securities and Banking's ("Department" or "DISB") revised procedures for filing applications for written consent pursuant to 18 U.S.C. § 1033. Effective immediately, the Department will institute the following procedures to review and consider applications for written consent to engage in the business of insurance pursuant to 18 U.S.C. § 1033 ("1033 Applications"):

1. The 1033 Committee, established within the Department and consisting of five (5) management level DISB employees appointed by the Commissioner or his/her designee, will review 1033 Applications and issue initial decisions pertaining thereto.
2. Applicants applying for written consent shall submit a completed short-form or long-form 1033 Application, which can be found on the Department's website.
3. The 1033 Committee will preliminarily review 1033 Applications to determine whether the application is complete. If additional information is needed, the 1033 Committee shall so notify the Applicant in writing. The 1033 Committee shall also have the authority to investigate the Applicant's background, request additional documents and conduct interviews. Once a 1033 Application is deemed complete, the 1033 Committee shall notify the Applicant to that effect.

4. From the date a 1033 Application is deemed complete, the 1033 Committee shall have 30 days to consider, vote and issue an initial decision letter as to the Applicant.
5. The 1033 Committee shall mail a copy of the initial decision letter to the Applicant, by certified mail, notifying the Applicant of the 1033 Committee's decision, including the grounds for any denial, if applicable.
6. The Applicant shall have 15 business days from receipt of the initial decision letter to appeal the initial decision by filing a written request for a hearing before the Commissioner or his/her designee. The written request for a hearing shall be addressed to the Commissioner. If no written request for an appeal and hearing is made by the Applicant within 15 business days from the date of receipt of the initial decision letter, the initial decision will be ratified by the Commissioner and deemed final.
7. If the Applicant files a written request for a hearing to appeal the initial decision, the Commissioner shall schedule a hearing within 30 days. The hearing shall be conducted in accordance with the Department's Rules of Practice and Procedures for Hearings, 26A DCMR § 3800 *et seq.* The decision issued by the Commissioner shall be deemed final agency action.
8. Consistent with the Department's Rules of Practice and Procedures for Hearings, an Applicant shall have the right to seek judicial review of the final agency action before the District of Columbia Court of Appeals.

If you have question concerning this bulletin, please contact Adam Levi at (202) 442-7759 or by email at adam.levi@dc.gov.