



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

Karima M. Woods  
Commissioner

**Risk Retention Group**

**Registration Form Instructions**

**Complete and return the registration application form including all the required attachments and information.** An incomplete or incorrect application will result in the return of your application and possible denial.

Refer to **Title 31, Chapter 4101 of the District of Columbia Code** "Notice and Registration Requirements of Risk Retention Group." You can access DC laws at [www.dccouncil.washington.dc.us](http://www.dccouncil.washington.dc.us).

If you have any questions, contact:

Willie Hicks (202) 442-7814 or [Willie.Hicks@dc.gov](mailto:Willie.Hicks@dc.gov)  
LuCynthia Jordan-Robinson (202) 442-7813 or [Lucynthia.jordan@dc.gov](mailto:Lucynthia.jordan@dc.gov)  
Kathy Alexander (202) 442-7819 or [Kathy.Alexander@dc.gov](mailto:Kathy.Alexander@dc.gov)  
Fax number: (202) 354-1084

Each application for an initial registration as a Risk Retention Group shall be made on the attached form titled "Risk Retention Group Notice & Registration Form."

The registration fee for a Risk Retention Group is **\$250.00** and must be renewed annually prior to April 30<sup>th</sup>.

\* Complete the Risk Retention Registration form on-line. The registration fee can be submitted through the OPTins ([optins.org](http://optins.org)) portal. You will be required to upload a copy of the completed Risk Retention Registration form and any attachment(s), **or**

\* You can print and mail the completed Risk Retention Registration form and check with any attachments. Make check payable to DC Treasurer and send entire package by either of the following preferred method:

**If by United States Postal Service (USPS) send to:**  
c/o Department of Insurance, Securities and Banking  
Insurance Bureau Licensing  
Lockbox 92180  
Washington, DC 20090-2180

**If by express mail (e.g. UPS or Fed Ex) send to:**  
D.C. Treasurer/Wells Fargo Bank  
7175 Columbia Gateway Drive  
Attn: Lockbox 92180, Insurance Bureau Columbia,  
Maryland 21046