



## **CAPTIVE INSURER RENEWAL REGISTRATION INSTRUCTIONS**

All registered captive insurers operating in Washington must renew their registrations annually. Renewal applications must be submitted by April 1 of each year to allow time for review and approval by June 30<sup>th</sup>. Renewal registrations are valid for 12 months from July 1 through June 30<sup>th</sup> of the following year.

### **How to Apply**

#### **Step 1. Download the renewal application.**

Download the captive insurer renewal application form from the OIC [website](#).

#### **Step 2. Complete the application.**

After downloading the application, complete the application questions, initial all acknowledgments, sign the application, and gather the requested documentation for uploading into your OIC online account.

#### **Step 3. Access your OIC account online via the [OIC Filing and Payment Center](#)**

Log in to your account using the credentials previously emailed to you. Click on "Submit a Filing." Select Filings for Year 2024 and "Continue." Then upload all four required documents including the renewal application as displayed.

Once your completed application is submitted, an OIC licensing analyst will review the application and documentation for completeness and compliance as prescribed by Washington requirements. If your application lacks or has missing information or documentation, you will be contacted by the OIC licensing analyst advising what information or documentation is required before your renewal registration may be issued.

Following the OIC analyst's complete review of the application, you will receive email notification advising you of the status of your renewal application. Your company's registration is not renewed until you receive the confirmation email.

All information contained within your submission is a matter of public record under the Public Records Act. Marking materials as "private" or "confidential" does not preclude its availability or its status as a public record. See our [website](#) for more information about public records.

### **Questions**

For all questions or requests for additional information, please contact a [Company Licensing Specialist](#) (select "Captive insurer registrations" in the dropdown box or contact us at 360-725-7219).

### **Legal Notice**

It is the eligible captive insurer's responsibility to understand the laws, related regulations, and other applicable statutes regarding captives operating in Washington. Any person or entity conducting business in this state as a captive insurer without being registered is acting in violation of the law and subject to enforcement action.