



OFFICE OF
INSURANCE COMMISSIONER

**REINSURANCE INTERMEDIARY BROKER/MANAGER
Application Instructions**

Applying for Licensure to Act as a Reinsurance Intermediary in Washington

The application consists of four pages – a three-page application and the service of process form. An applicant is expected to be familiar with all applicable statutes and regulations, which are available through our website www.insurance.wa.gov. The specific statutes for reinsurance intermediaries are found under [Chapter 48.94 RCW](#), along with governing regulations under [Chapter 284-13 WAC](#).

Part I: Application Submission

The application form is designed to be downloaded and saved to your hard drive, for completion and printing. After signature by the authorized officer, the application form, along with all required documentation and any cover letter need to be scanned into a single Adobe® pdf document for electronic submission via email.

- The email subject line must state "Reinsurance Intermediary Application of <your company's legal name>".
- The email address to be used is CLC@oic.wa.gov.
- Attach the pdf to the email and send.

Part II: Fees

The application fee is \$50 for a Broker, and \$100 for a Manager. Fees are payable to the Office of the Insurance Commissioner. Concurrent with submission of the application email, fee payment needs to be forwarded to:

Mailing address:
Office of the Insurance Commissioner
P.O. Box 40255
Olympia, WA 98504-0255

Delivery (Street) Address:
Office of the Insurance Commissioner
5000 Capitol Blvd.
Tumwater, WA 98501

Please note that the USPS will only accept the POB mailing address and does not allow other shippers to use the POB address. All non-USPS shippers must use the Street Address.

Questions?

For all questions or requests for additional information, please contact a [Company Licensing Specialist](#) (choose the "Company applications" category), or phone: 360-725-7219.

Company Supervision Division

Mailing Address: PO Box 40255 • Olympia, WA 98504-0255
Street Address: 5000 Capitol Boulevard • Tumwater, WA 98501
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