



INSTRUCTIONS FOR PURCHASING GROUP REGISTRATION

To apply for a Purchasing Group registration in the state of Washington, please provide information in the order requested on the NAIC Purchasing Group Notice and Registration Form -Part A and Part B. This Office will examine the application promptly for completeness and compliance as prescribed by Washington requirements.

The NAIC Purchasing Group Notice and Registration Form -Part A and Part B must be complete upon submission. Please reference the [NAIC's Risk Retention and Purchasing Group Handbook](#) for assistance in completing the application forms. Additional information may be obtained from the NAIC website at www.naic.org.

If the form is missing information or documentation, we will allow a one-time extension of 15 business days to submit the required materials. If you are unable to correct the deficiencies within this period, we will deem the application materially incomplete and you will need to reapply when you are able to provide all required materials. The application review process will start from the beginning.

All information contained within your submission is a matter of public record. Marking any material as "private" or "confidential" does not preclude its availability or its status as a public document. You can access more information about [Public Record Requests](#) on our website.

Application Submission

The current edition of the NAIC Purchasing Group Notice and Registration Form -Part A and Part B is required to ensure conformance with changes to laws and administrative rules. We will not accept outdated forms.

Download and save the NAIC Purchasing Group Notice and Registration Form -Part A and Part B. Complete the document with the necessary information, then save and print. After signature by an authorized officer, scan the form, all required documentation, and any cover letter into a single Adobe® pdf document for electronic submission via email.

- Address the email to clc@oic.wa.gov.
- The subject line must state "Purchasing Group Application of <your company's legal name>".
- Attach the pdf and send.

Important!

A purchasing group may not provide insurance, offer to provide insurance, or solicit or invite applications for insurance, as to Washington residents, or otherwise transact insurance in Washington or with respect to Washington residents, until registered, per WAC 284-92-210.

Further, this Office will notify the purchasing group on approval of the application and issuance of registration. There is no "deemer", per WAC 284-92-220.

Once registered

Report all changes to items within this application to this Office within 10 days, per RCW 48.92.080(2) and WAC 284-92-280.

Questions?

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