

R 2023-01 Implementation of SHB 1266 (2023)

Pre-publication Draft | August 1st, 2023

Comments due to OIC at rulescoordinator@oic.wa.gov by August 15th, 2023

WAC 284-17-005

Address of record.

(1) The address of record used by the commissioner will be:

(a) ~~For disciplinary orders, the last U.S. mailing address provided by the person or business entity to the commissioner for all notices, orders, or written communication, including any notification of investigation, notification of audit and findings resulting from such audit, or written communication pursuant to RCW 48.17.475(2)(c)(ii);~~

(b) ~~The last email address of record, listed in the mailing address section of the commissioner's licensing database, may only be used, if~~

~~(i) The communication is not required to be sent to the person's mailing address pursuant to RCW 48.17.450(2) or RCW 48.15.103(4);~~

~~(ii) The person has affirmatively consented to receive communications from the commissioner by email; and~~

~~(iii) The email from the commissioner does not require a response.~~

~~NOTE: However, if a response is required by the commissioner, then the email must comply with the requirements of RCW 48.17.475(2)(b) or RCW 48.15.103(8)(b) [whichever is applicable] before it is sent. For all other matters, the last email address provided by the person or business entity to the commissioner. This will be the email address listed in the mailing address section of the commissioner's licensing date base [database].~~

(2) Licensees must advise the commissioner of any change of address within thirty days after a change of address. This includes any change in the person's residence, mailing, business or email

address. Failure to advise the commissioner of a change of address may subject a licensee to disciplinary action under RCW [48.17.530](#) and [48.17.560](#).

WAC 284-17-065

Required email address for licensing transactions.

(1) Each applicant, individual or business entity licensee, insurance education provider, and insurer must provide the commissioner with a valid email address. The following do not need to comply with the provisions of RCW 48.17.450(3) and RCW 48.15.103(3) [affirmative consent and require a response]:

(a) Email communication sent to an applicant before the issuance of license; or

(b) Auto-generated email communication regarding license applications or license renewal processes. As provided in WAC ~~284-17-005~~ (1)(b), the email address will be the official contact address for all communication regarding licensing processes.

(2) Each applicant, individual or business entity licensee, insurance education provider, and insurer must notify the commissioner of any change to their email address within thirty days after the change.

(3) This section applies to an insurer when appointing, terminating, or renewing the appointment of a licensee.