



# INSURANCE FAIR CONDUCT ACT (IFCA) COVER SHEET

**Complete and attach this cover sheet to your submission to the  
Office of the Insurance Commissioner (OIC)**

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| <b>Attn:</b><br><br>Office of the Insurance Commissioner<br>Insurance Fair Conduct Act Claim Notification<br>Office Support Unit<br>P.O. Box 40255<br>Olympia, WA 98504-0255 | <b>Submitted by:</b><br><br>Name: _____<br>Law Office: _____<br>Address: _____<br>_____<br>Phone: _____<br>Email: _____<br>Date: _____ |
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**RCW 48.30.015(8)(a)** - Twenty days prior to filing an action based on this section, a first party claimant must provide written notice of the basis for the cause of action to the insurer and office of the insurance commissioner. Notice may be provided by regular mail, registered mail, or certified mail with return receipt requested. Proof of notice by mail may be made in the same manner as prescribed by court rule or statute for proof of service by mail. The insurer and insurance commissioner are deemed to have received notice three business days after the notice is mailed.

**Insurance Company:** \_\_\_\_\_

**First Party Claimant:** \_\_\_\_\_

**Line of Insurance:** \_\_\_\_\_

**Applicable Statute:**             **RCW 48.30.015 (1)**                             **RCW 48.30.015 (5), (a) through (f)**

*A cover sheet is not required however, without clear identification of the document(s) as an IFCA notice, it is possible your notice will not be recognized and recorded as such. Additionally, any documents beyond the cover sheet and the written notice of the basis for the cause of action are not required and will not be retained, e.g., exhibits. All information provided to the OIC becomes subject to the Public Records Act. Please do not include any personal or confidential information such as medical records, Social Security numbers, banking information, driver's license information, etc.*