



STATE OF NEW YORK  
INSURANCE DEPARTMENT  
AGENCY BUILDING ONE  
EMPIRE STATE PLAZA  
ALBANY, NY 12257

**Circular Letter No. 4 (1998)**  
**February 9, 1998**

**TO: All Licensed Property and Casualty Insurers in New York State**

**RE: Department of Motor Vehicles Three Digit Code Number**

The Insurance Department currently provides consumers with information concerning the three digit code number assigned by the Department of Motor Vehicles (DMV) to those insurers authorized to provide automobile coverage in New York State. The information we provide consists of the three digit DMV code number, the corresponding insurance company's name, and the address on file with the Consumer Services Bureau for the insurer's complaint handling office. This information is currently being provided through the Department's Consumer Services Bureau's toll free telephone number (1-800-342-3736) and will soon be accessible via the Department's Internet website.

In order to ensure the timeliness and accuracy of the information being provided by the Department, all licensed Property and Casualty insurers that are authorized by DMV and have a three digit code number assigned to them are required to inform the Consumer Services Bureau, attention Sandra Glindmyer, Principal Clerk, at the above-captioned Department address, of their three digit DMV code number and the address at which a consumer may contact the company. If you wish to include a contact person's name and telephone number, you may do so, but it is not required.

Insurers are also required to give timely notification to the Consumer Services Bureau of any changes in their code number, address, contact person and telephone number. Any insurer that receives authorization from DMV and is given a code number must also provide the above-referenced information to the Consumer Services Bureau on a timely basis.

- This Circular Letter should be acknowledged and the required information provided in writing to Ms. Glindmyer no later than March 1, 1998.

Very Truly Yours  
Salvatore Castiglione  
Bureau Chief  
Consumer Services Bureau