

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF TRANSPORTATION



d. Public Space Regulation Division (PSRD)

January 24, 2025

DDOT Announces Revised Submission Process for Bonds, Certificates of Deposit, and Letters of Credit

New policy to take effect February 1, 2025

Washington, DC – The District Department of Transportation (DDOT) today announces updated procedures for [Non-Cash Instruments \(NCIs\)](#), which include bonds, Certificates of Deposit (CDs), and Letters of Credit (LOCs), effective Saturday, February 1, 2025. Under the newly updated guidelines, only original physical NCIs with raised seals will be accepted in-person or via mail. Printed PDFs or digital and emailed submissions will no longer be accepted as financial-guarantee instruments.

To comply with the updated procedure, applicants must do **either** of the following:

- Visit the District Department of Transportation (DDOT), Public Space Regulation Division (PSRD) at **1100 4th Street SW, 2nd Floor, Washington, D.C. 20024**, at the following hours: Monday, Tuesday, Wednesday, Friday: 8:30 a.m. – 4 p.m., Thursday: 9:30 a.m. – 4 p.m. Or,
- Mail their submissions to **250 M Street SE, #336-10, Washington, D.C. 20003** at their own cost. All required documentation must be complete and accurate prior to submission.

This policy change reinstates the pre-pandemic standard for physical submissions, which had temporarily shifted to digital options during the pandemic to accommodate remote work. This was done with the understanding that the original bonds, CDs, or LOCs would be mailed or delivered in person once offices reopened. The revised process aims to ensure the authenticity, validity and enforceability of these financial-guarantee instruments.

For more information or questions regarding this process, please contact DDOT's Public Space Regulation Division, Customer Experience and Relations Branch at (202) 442-4670.

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In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code sec. 2-1401.01 et seq. (Act), the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in a violation of the Act will not be tolerated. Violators will be subject to disciplinary action.