



Texas Department of Insurance

Agent and Adjuster Licensing: Mail Code 107-1A

P.O.Box 12069 Austin, Texas 78711-2069

512-322-3503 www.tdi.texas.gov

Application for Individual Agent License

Applicant General Information Guide beginning on page 11.

This application form is to be used by individuals not required to pass a qualifying examination through Pearson VUE. It must be typed or printed in ink. Those applicants required to take a qualifying examination must contact Pearson VUE at **888-754-7667** or at www.pearsonvue.com/tx/insurance for application information and examination reservations.

All applications are subject to further review. Any affirmative response to a screening question may extend processing times. Failure to disclose criminal history information may result in denial of license.

Part I–To be completed by all individual applicants

Applicants must choose only one license type. Those who wish to apply for more than one license type must submit a separate application and fee for each type. **Adjusters should read PART II of this application before continuing.**

License Types (check only one per application):

General Lines–Life, Accident & Health	Limited Lines	Adjuster–All Lines
General Lines–Property & Casualty	County Mutual	Adjuster–Property & Casualty
Life	Insurance Service Representative	Adjuster–Workers’ Compensation
Life Insurance Not Exceeding \$25,000	Managing General Agent	Adjuster–Trainee†
Funeral Prearrangement Life	Surplus Lines	Adjuster–Emergency‡
Life & Health Insurance Counselor	Risk Manager	Adjuster–All Lines Designated Home State Texas
Full-Time Home Office Salaried Employee	Public Insurance Adjuster	Adjuster–P&C Designated Home State Texas
Personal Lines Property and Casualty	Public Insurance Adjuster–Trainee	Adjuster–Workers’ Compensation Designated Home State Texas

License Fees: Fees are **\$50** per license type, or **\$150** for a temporary license. **\$75** fee required for license that has been expired for more than 90 days but less than one year. (Texas Insurance Code (TIC) §4003.007) Make check or money order payable to the Texas Department of Insurance. All license fees are nonrefundable and nontransferable.

† No fee required for Adjuster-Trainee

‡ \$20 fee required for 90 day Adjuster-Emergency

Applicant Information–Please read carefully and provide all requested information.

1 Applicant’s Full Legal Name–nicknames and abbreviations are not acceptable.

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____ SUFFIX _____

2 Applicant’s Social Security Number, Date of Birth and Daytime Phone Number–The application cannot be processed without this information. Disclosure of Social Security Number is required by the Texas Family Code § 231.302.

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH (MM/DD/YY) _____ DAYTIME PHONE NUMBER _____ EXT _____

3 Mailing Address (required)–This is the address of record with TDI.

STREET, PHYSICAL LOCATION, ROUTE OR P O BOX _____ APARTMENT, SUITE, ETC. _____

CITY _____ STATE _____ ZIP CODE _____

4 Legal Resident Address (required)–This address is where you live and should be the address on your driver’s license.

STREET, PHYSICAL LOCATION, ROUTE OR P O BOX _____ APARTMENT, SUITE, ETC _____

CITY _____ STATE OF DRIVER’S LICENSE ISSUE _____ ZIP CODE _____

5 Official Business Address (required)–This **must be** your primary office address where you will maintain business records of Texas insurance transactions.

NUMBER & STREET (MUST BE PHYSICAL LOCATION – P.O. BOX NOT ACCEPTED)

APARTMENT, SUITE, ETC.

CITY

STATE

ZIP CODE

6 Applicant's E-mail Address (required)–E-mail will be used only as option when corresponding with TDI.

Email Address

Applications will not be processed until proper documentation or details are received and a review is completed.

All applications are subject to further review. Any affirmative response to a screening question may extend processing times. Failure to disclose criminal history information may result in denial of license.

7 Excluding traffic violations and first offense DWI:

a Do you currently have any **pending misdemeanor or felony charges** (by indictment, information, or any other instrument) filed against you in Texas, in any other state or by the federal government?

No Yes

b Have you ever been **convicted of any misdemeanor or felony offense** in Texas, in any other state or by the federal government?

No Yes

c Have you ever had **adjudication deferred on any misdemeanor or felony charge or offense** in Texas, in any other state or by the federal government?

No Yes

d Have you ever **served any period of probation** for any misdemeanor or felony offense in Texas, in any other state or by the federal government?

No Yes

If you answered **"Yes"** to any of questions 7a–d, you must submit original **certified** copies of the charging document, indictment, information, or any other charging document, judgment of conviction, and/or deferred adjudication order, probation order, order terminating probation, community supervision and/or parole certificate for each and every crime or offense. If the court states they no longer have the records, please have the court provide us with a letter on their letterhead stating that fact. If you were arrested only and not prosecuted, please provide a records search from the appropriate jurisdiction indicating a final disposition. You must submit a statement describing the circumstances leading to the offense(s). You must include your age at the time(s) of the offense(s). You may provide letters of recommendations from any persons in contact with you that are aware of your criminal past.

8 Have you ever applied for a letter of consent, as required under 18 U.S.C. 1033(e), from any insurance regulatory official from Texas or any other State?

No Yes

If you answer **"Yes,"** the application will not be processed until you provide full details of the outcome of that proceeding and all supporting documents to the department.

If you answer **"No,"** and you have been convicted of any criminal felony involving dishonesty or breach of trust, or an offense under 18 U.S.C. 1033, the application will not be processed until you submit a signed and notarized request for written consent with all supporting documentation to the department.

9 Have you or has any corporation, partnership, association or firm in which you were a director, officer, shareholder, manager, member or partner, ever been the subject of an administrative or legal action filed by Texas or any other insurance department, or financial regulatory agency, or of an action filed on behalf of Texas or any other state or by the federal government based on alleged violations of state or federal insurance, securities or financial regulatory laws that you have not previously reported to the Texas Department of Insurance?

No Yes

If you answer **"Yes,"** a license will not be issued until full details of the administrative or legal action are provided.

10 Are you indebted to any policyholder, insurance or reinsurance company, insurance agency, general agent, managing general agency, premium finance company or court appointed liquidator for premiums collected or commissions retained, or have any claims or judgments been filed against you for retaining premiums or commissions?

No Yes

If you answer **"Yes,"** a license will not be issued until full details of the indebtedness are provided.

11 Have you ever had an agency contract or company appointment cancelled for cause (e.g., misrepresentation, misappropriation, etc.)?

No Yes

12 During the last 6 months, have you applied for or received a temporary license of the type for which you are now applying?

No Yes

13 Do you currently hold any insurance agent license, adjuster or public insurance adjuster license in any state other than Texas or have you held any insurance agent license, adjuster or public insurance adjuster license in any state other than Texas within the last five years?

No Yes

If you answer **“Yes,”** you must provide the following:

Applicants who have held a resident license in another state within the previous five years from the date of this application must attach a Clearance Letter from the Insurance Commission in the state(s) in which the applicant was previously licensed. A Producer Database printout showing the termination of the license in the applicant’s previous resident state(s) can take the place of a Clearance Letter.

Applicants holding a current resident license in another state must attach an original Certificate of Good Standing from the Insurance Commission in the applicant’s state of residence. The Certificate of Good Standing must be dated within 90 days of receipt of the completed application. A Producer Database print out showing that a current license is held in the applicant’s resident state with the same license type that you are applying for can take the place of a Letter of Certification.

14 This application is for a license I previously held that is expired for more than 90 days but less than one year. I will attach the required \$75 license fee. (TIC §4003.007)

No Yes

Previous License Number

Part II–Adjusters, Adjuster Trainees and Emergency Adjusters

Public Insurance Adjusters use Part III

All Lines Adjusters, Property & Casualty Adjusters, and Workers’ Compensation Adjusters Only

Adjusters may add additional qualifications without completing a new application by submitting to TDI a copy of the existing adjuster license along with a copy of the approved course certificate, or by passing the Texas examination provided by Pearson VUE. The Certificate of Completion must show that within the past 12 months the adjuster has completed a certified adjuster prelicensing education program and passed an examination.

1 Adjuster applicants – Must be completed with the name of the firm or insurer with whom they will be employed or, if self employed, with the applicant’s name.

NAME OF FIRM OR INSURER (OR APPLICANT NAME, IF SELF-EMPLOYED)

2 I have qualified for the adjuster license selected on page 1 and have;

(Applies to Texas resident and nonresident reciprocal adjuster applicants only. Adjuster Designated Home State applicants skip to #3.)

attached a course Certificate of Completion certifying that within the past 12 months I completed a Texas adjuster prelicensing education program and passed its examination, or

a current similar **resident** adjuster license or qualified with a current similar license as designated home state in good standing in the State of _____ as reflected in the National Association of Insurance Commissioner’s Producer Database or by the attached Letter of Certification from the licensing state, or

attached my CPCU designation or Associate in Claims (AIC) certification.

3 Nonresident Adjuster Designated Home State Texas Applicants Only – I am a resident of another state that **does not license adjusters for the line of authority sought**, I reside in a state that permits residents of Texas to act as an adjuster in that state, and I request that Texas be the designated home state of the adjuster license for which I am applying. (TIC §4101)

I have qualified for the Texas adjuster designated home state Texas license selected on page 1 and have

attached a course Certificate of Completion certifying that within the past 12 months I completed a certified adjuster prelicensing education program and passed an examination, or

attached my CPCU designation or Associate in Claims (AIC) certification.

I understand that by designating Texas as the home state, I am subject to Texas license qualifying examination and compliance with Texas' adjuster continuing education and fingerprinting requirements. (*Texas Insurance Code (TIC) §4101.054, §4101.059 and 28 Texas Administrative Code (TAC) §§19.1001-19.1020, Texas Insurance Code (TIC) §4001.103*)

No Yes

4 Adjuster Trainee Registration–An Adjuster Trainee is required to undergo education and training as an adjuster under the direction and supervision of a licensed sponsoring adjuster. Authorization to act as an Adjuster Trainee may not exceed 12 months. The Adjuster Trainee registration may not be renewed. An Adjuster Trainee must be sponsored by a licensed adjuster.

The sponsoring licensed adjuster must complete the following certification.

This is to certify that the above-mentioned applicant will undergo education and training as an adjuster under my direction and supervision as required in *Texas Insurance Code (TIC) §4101.003*.

SIGNATURE OF SPONSORING LICENSED ADJUSTER

DATE SIGNED (MM/DD/YY)

PRINT LEGAL NAME OF SPONSORING LICENSED ADJUST(S)

TDI LICENSE NUMBER OF SPONSORING ADJUSTER

5 Emergency Adjuster–An Emergency Adjuster License may be issued to an individual to adjust losses as a result of a catastrophe or emergency. The sponsoring licensed adjuster or insurance company must provide specific details of the catastrophe requiring the issuance of an Emergency Adjuster License. **The details must include the date, location, type of catastrophe, and a copy of official notice or other similar third party notice(s) of the catastrophe or emergency.** An Emergency Adjuster must be sponsored by either a licensed adjuster or a licensed and approved insurance company. The mailing address of the Emergency Adjuster sponsor must be provided. Emergency Adjuster Licenses are issued for 90 days. Emergency Adjuster applicants are not required to provide fingerprints.

Provide location(s) and details of the catastrophe that the above-named applicant intends to work.

6 This is to certify that the above-named applicant will be working catastrophe claims at the above location(s) resulting from the catastrophe named in the attached official notice. I will be responsible for the loss or claims practices of the Emergency Adjuster License holder as required in *Texas Insurance Code (TIC), §4101.101*.

SIGNATURE OF SPONSORING LICENSED ADJUSTER OR SPONSORING COMPANY OFFICIAL

DATE SIGNED (MM/DD/YY)

Print legal name of sponsoring licensed adjuster or company official and sponsoring company

NAME

TDI LICENSE NUMBER OF SPONSORING ADJUSTER

SPONSORING COMPANY NAIC NUMBER

MAILING ADDRESS OF SPONSORING ADJUSTER OR SPONSORING INSURANCE COMPANY

BUSINESS PHONE NUMBER (10 DIGIT)

CITY

STATE

ZIP CODE

Part III–Public Insurance Adjusters Only

Public Insurance Adjuster license applicants and trainee registration applicants must complete this part of this application.

- 1** Provide the name of the currently licensed firm or person for whom you will be employed as a public insurance adjuster (PIA), or if self-employed, enter your name.

NAME OF EMPLOYER (OR APPLICANT NAME, IF SELF-EMPLOYED)

EMPLOYER'S TEXAS PIA LICENSE NUMBER

- 2 Public Insurance Adjuster Trainee Registration**—A public insurance adjuster trainee is required to register and undergo education and training as a public insurance adjuster under the direction and supervision of a licensed sponsoring public insurance adjuster. Authorization to act as a public insurance adjuster trainee may not exceed 180 days, but may be renewed, so long as the registrant does not hold any more than two certificates, including renewals, within an 18 month period. A trainee certificate may be renewed by filing another fully completed application with the required \$50 fee with the department not more than 30 days prior to the expiration of an existing trainee certificate.

The sponsoring licensed public insurance adjuster must complete the following certification.

I certify that the above-mentioned public insurance adjuster trainee registration applicant will undergo education and training as an adjuster under my direction and supervision as required in *Texas Insurance Code*, §4102.069 and that I continue to meet the public insurance adjuster financial responsibility requirement.

SIGNATURE OF SPONSORING LICENSED PUBLIC INSURANCE ADJUSTER

DATE SIGNED (MM/DD/YY)

PRINT LEGAL NAME OF SPONSORING LICENSED PUBLIC INSURANCE ADJUSTER

TDI LICENSE NUMBER OF SPONSORING PUBLIC INSURANCE ADJUSTER

- 3 Financial Responsibility**—Each public insurance adjuster license applicant and trainee registration applicant must demonstrate proof of financial responsibility with a surety bond executed with the applicant as sole principal in the amount of not less than \$10,000 payable to the Texas Department of Insurance on a bond form available at www.tdi.texas.gov/forms/form11.html. See *Texas Insurance Code*, § 4102.105 and 28 *Texas Administrative Code* §§19.705–19.707. The **original** bond must be attached to this application.

I have attached my original Public Insurance Adjuster Bond.

No Yes

- 4 Fingerprints**—All resident and nonresident public insurance adjuster license applicants and trainee registration applicants must file with this application an electronic fingerprint receipt or a receipt from Identogo by Morpho Trust USA confirming an original fingerprint card and completed FAST Fingerprint Card Scan Authorization Form with a \$41.45 check or money order payable to Morpho Trust USA was sent to Morpho Trust USA. If fingerprints were previously submitted to TDI for another application and the applicant continues to hold an active license, then a fingerprint receipt is not required. For complete information regarding fingerprinting, see page 12 of this form.

Fingerprint Receipt from Identogo by Morpho Trust USA or Pearson VUE (see page 12 for complete fingerprinting instructions) is attached, or

I hold active TDI License Number _____, and previously submitted fingerprints to TDI.

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation in accordance with applicable statutes.

- 5 Criminal History Record**—Each **nonresident** public insurance adjuster license applicant and **nonresident** trainee registration applicant must file with this application an original criminal history record of the applicant obtained from the state law enforcement agency of the applicant's state of residence. I have attached my original criminal history records.

No, I am a resident of Texas Yes, the record is attached.

- 6 Agent for Service of Process**—All **nonresident** applicants for a public insurance adjuster license must provide the name and address of their agent for service of process in the State of Texas as required in *Texas Insurance Code*, §4102.107.

NAME OF TEXAS AGENT FOR SERVICE OF PROCESS

TEXAS ADDRESS OF AGENT FOR SERVICE OF PROCESS

CITY

STATE

ZIP CODE

Part IV–Surplus Lines Agents Only

To qualify for a Texas Surplus Lines License, you must hold a current Texas General Lines-Property and Casualty License or a current Texas Managing General Agent License (TIC §981.203).

Provide your underlying license type and current Texas license number.

UNDERLYING LICENSE TYPE

TDI LICENSE NUMBER

Part V–Insurance Service Representatives Only

Certificate for Insurance Service Representatives–Must be completed by the appointing licensed General Lines–Property and Casualty Agent or Personal Lines Property and Casualty Agent or an officer or partner of a licensed General Lines–Property and Casualty Agency or Personal Lines Property and Casualty Agency.

CERTIFICATE FOR INSURANCE SERVICE REPRESENTATIVES

This is to certify that the above-mentioned applicant is appointed to act as an Insurance Service Representative (ISR) for this General Lines–Property and Casualty Agent/Agency or Personal Lines Property and Casualty Agent/Agency in the State of Texas, subject to the applicant’s qualifying for a license. If and when this appointment is terminated or canceled, the Department must be notified immediately of such termination. The ISR Transfer/Cancel Employment Form LHL208 may be found at the agent page of www.tdi.texas.gov.

Appointing General Lines–Property and Casualty or Personal Lines Property and Casualty AGENT:

SIGNATURE OF SPONSORING AGENT

PRINT OR TYPE SPONSORING AGENT’S LEGAL NAME
(AS IT APPEARS ON THE CURRENT LICENSE)

AGENT’S TDI LICENSE NUMBER

Appointing General Lines–Property and Casualty or Personal Lines Property and Casualty AGENCY:

SIGNATURE OF AGENCY OFFICER OR PARTNER

PRINT OR TYPE SIGNING OFFICER’S OR PARTNER’S NAME

PRINT OR TYPE SPONSORING AGENCY’S NAME
(AS IT APPEARS ON THE CURRENT LICENSE)

AGENCY’S TDI LICENSE NUMBER

DATE SIGNED (MM/DD/YY)

Part VI–Notice of Appointment (General Lines Agents [GL], Life Agents [LAGT], Limited Lines Agents [LL],Funeral Prearrangement Life Agents[PN], Life Insurance Not Exceeding \$25,000 Agents[LI], County Mutual Agents [CM], Managing General Agents[MGA], Personal Lines Property and Casualty Agents[PLPC] and Full-Time Home Office Salaried Employees [HOSE] Only)

Notice of Appointment. To make a company or subagent appointment with the license application, the Notice of Appointment form on Page 8 of 13 must be signed in ink by an authorized appointing official of the appointing INSURANCE COMPANY, AN EXECUTIVE OFFICER OR PARTNER OF THE SPONSORING AGENCY, OR THE SPONSORING INDIVIDUAL AGENT. The form will be rejected if it does not contain the title and original signature of the signing representative. The applicant's signature will not be accepted. The Notice of Appointment must include the date the form is signed. A Notice of Appointment does not apply to Insurance Adjuster, Public Insurance Adjuster, Risk Manager, Surplus Lines, Insurance Service Representative, or Life and Health Insurance Counselor Licenses.

Temporary License. Only applicants for a Funeral Prearrangement Life Agent, Life Insurance Not Exceeding \$25,000 Agent, or County Mutual Agent License may apply for a temporary license with this application. If a temporary license is requested by the appointing company and if the company and applicant are eligible, TDI will issue such a license for a period of 90 days, without examination. A temporary license may not be renewed or issued more than once in a consecutive six-month period to the same applicant. **A temporary license application must include a completed Notice of Appointment.** The temporary licensee must provide to TDI a certification by the appointing insurance company that the temporary agent has completed the required course of study and passed the written examination with a copy of the temporary license within one year of the temporary license's issue date in order to obtain the permanent license without a new application.

A Registration of Full-Time Home Office Salaried Employee application must include a completed Notice of Appointment.

Insurance Company Appointments. If a completed Notice of Appointment is not received with a General Lines Agent, Life Agent, Limited Lines Agent, Funeral Prearrangement Life Agent, Life Insurance Not Exceeding \$25,000 Agent, County Mutual Agent, Managing General Agent or Personal Lines Property and Casualty Agent License application, the license may be issued. However, not later than the 30th day after the effective date of the agent's appointment by the insurance company, a TDI Notice of Appointment with the \$10.00 fee must be submitted to TDI.

Subagent Appointments. ONLY GENERAL LINES AGENTS, PERSONAL LINES PROPERTY AND CASUALTY AGENTS AND LIFE AGENTS MAY APPOINT SUBAGENTS OR BE APPOINTED AS SUBAGENTS.

- A General Lines – Life, Accident and Health Agent may appoint a General Lines – Life Accident and Health Agent or a Life Agent.
- A Life Agent may appoint a General Lines – Life Accident and Health Agent or a Life Agent.
- A General Lines – Property and Casualty Agent may appoint a General Lines – Property and Casualty Agent or a Personal Lines Property and Casualty Agent.
- A Personal Lines Property and Casualty Agent may appoint a General Lines – Property and Casualty Agent or a Personal Lines Property and Casualty Agent.

Applicants for a Limited Lines, Funeral Prearrangement Life, Life Insurance Not Exceeding \$25,000, County Mutual, Managing General Agent License, or a Full-Time Home Office Salaried Employee Registration cannot be appointed by an agency or agent.

NOTICE OF APPOINTMENT FOLLOWS ON THE NEXT PAGE.

PLEASE FOLLOW INSTRUCTIONS ON PREVIOUS PAGE.

NOTICE OF APPOINTMENT FOR GL, LAGT, LL, PN, LI, CM, MGA, PLPC AND HOSE APPLICANTS

FULL LEGAL NAME OF APPLICANT (PRINT OR TYPE) LAST NAME FIRST NAME MIDDLE NAME SUFFIX

Only ONE sponsor per application. Enter company, agency or agent information.

Name of Insurance Company appointing a GL, LAGT, LL, PN, LI, CM, MGA, PLPC or HOSE applicant:

APPOINTING COMPANY NAME (GROUP NAMES NOT ACCEPTABLE) NAIC NUMBER OF APPOINTING COMPANY

OR—Name of Agency sponsoring a GL, LAGT or PLPC as a Subagent:

SPONSORING AGENCY NAME (AS IT APPEARS ON THE CURRENT AGENCY LICENSE) AGENCY TAX ID NUMBER

OR—Name of Individual Agent sponsoring a GL, LAGT or PLPC as a Subagent:

SPONSORING AGENT NAME (AS IT APPEARS ON THE CURRENT AGENT LICENSE) SSN OF SPONSORING INDIVIDUAL AGENT

Temporary License: (for PN, LI, or CM license types only):

Does this company want the above named applicant to receive a temporary license to act as a full-time agent in accordance with the provisions of the Texas Insurance Code?

Yes No

If "Yes", please provide the telephone number of the office where the agent will be assigned: ()

Managing General Agent: This section must be completed by an officer of the appointing company or carrier having personal knowledge that the applicant has had experience or instruction that would qualify the applicant as a managing general agent.

- Will the above managing general agent applicant have claim settlement authority for the company or carrier? Yes No
Does the claim settlement authority exceed \$25,000 on any one claim? Yes No
Does the claim settlement authority include third-party liability other than property damage? Yes No
Are funds exceeding \$100,000 customarily held by the managing general agent for the purpose of paying losses and loss adjustment expenses for the company or carrier? Yes No

The Appointing Official must read and sign the following statements:

This is to certify that the above-mentioned applicant is appointed to act as an agent for this company OR a subagent for my agency OR a subagent for me in the State of Texas subject to the applicant's qualifying for a license. If and when this appointment is terminated or canceled, the Department will be notified immediately of such termination.

This applicant meets the requirements as set out in the Texas Insurance Code and the rules and regulations promulgated by the Texas Department of Insurance for the type of license applied for herein.

I acknowledge my responsibility for ensuring that the applicant receives training if required by the Texas Insurance Code.

SIGNATURE OF APPOINTING OFFICIAL OF APPOINTING INSURANCE COMPANY OR EXECUTIVE OFFICER OR PARTNER OF APPOINTING AGENCY OR APPOINTING INDIVIDUAL AGENT PRINT OR TYPE APPOINTING OFFICIAL'S FULL LEGAL NAME AND TITLE OR OFFICER'S OR PARTNER'S FULL LEGAL NAME AND TITLE OR INDIVIDUAL AGENT'S FULL LEGAL NAME

DATE SIGNED (MM/DD/YY)

Part VII—Background Information and Fingerprints

This part must be completed by all applicants except Emergency Adjuster, Full-Time Home Office Salaried Employee, Public Insurance Adjuster and Public Insurance Adjuster Trainee registrants. Public insurance adjuster license applicants and trainee registration applicants must complete Part III and skip this part.

1 I am a **resident** of Texas and:

- a** I have attached a copy of my fingerprint receipt from IdentoGo by Morpho Trust USA or Pearson VUE evidencing that my fingerprints have been submitted to the Texas Department of Public Safety (see page 12 for complete fingerprinting instructions) **or**
- b** I have an active TDI agent/adjuster license and I have already submitted fingerprints to TDI **or**
- c** I have an active TDI license or registration, other than an agent/adjuster license, and I have already submitted my finger-

prints to TDI with a _____
TYPE OF APPLICATION OR FILING

on _____
DATE FINGER PRINTS SUBMITTED TO TDI (MM/DD/YY)

Resident applicants must include a copy of their fingerprint receipt unless the applicant (1) has an active TDI license or registration and (2) submitted fingerprints to TDI with another license application or TDI filing. **Fingerprints will be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation in accordance with applicable statutes.**

2 I am a **nonresident** of Texas, and I meet the background information requirement as follows:

(Adjuster Designated Home State applicants skip to #3.)

- a** I hold an active license in good standing in my resident state as reflected on the National Association of Insurance Commissioner's Producer Database **or**
- b** I am not an adjuster applicant and have attached my criminal history records that I have acquired from my **resident state's law enforcement agency** **or**
- c** I have attached a current Certificate of Good Standing from my resident state **or**
- d** I have attached a copy of my fingerprint receipt from IdentoGo by Morpho Trust USA or Pearson VUE evidencing that my fingerprints have been submitted to the Texas Department of Public Safety.
- e** I hold a designated home state license in good standing in the following state _____

All nonresident license applicants who do not hold a current insurance license in good standing in the applicant's state of residence shall, through the **law enforcement agency of the state of residence**, submit a copy of the applicant's criminal history records. If the resident state will not provide a criminal history record for licensing purposes, the applicant must provide a fingerprint receipt from Morpho Trust USA or Pearson VUE evidencing that fingerprints have been submitted to the Texas Department of Public Safety (see page 12 for complete fingerprinting instructions).

3 I am a **nonresident of Texas applying for a Designated Home State Adjuster License**, and I am a resident of another state that does not license adjusters for the line of authority sought on page 1. I meet the Texas fingerprint requirement by either a or b or c as I have indicated below.

- a** I have attached a copy of my fingerprint receipt from IdentoGo by Morpho Trust USA or Pearson VUE evidencing that my fingerprints have been submitted to the Texas Department of Public Safety (see page 12 for complete fingerprinting instructions) **or**
- b** I have an active TDI agent/adjuster license and I have already submitted fingerprints to TDI **or**
- c** I have an active TDI license or registration, other than an agent/adjuster license, and I have already submitted my finger-

prints to TDI with a _____
TYPE OF APPLICATION OR FILING

on _____
DATE FINGER PRINTS SUBMITTED TO TDI (MM/DD/YY)

Part VIII–Individual Applicant Signature Page (to be completed by all applicants)

All Applicants must read, sign, and have this section notarized before submitting the license application.

I hereby certify that I have personally answered each of the questions herein and that the answers are true and correct to the best of my knowledge and belief. I further certify that I am aware of the provisions of the Texas Insurance Code and the rules and regulations promulgated by the Texas Department of Insurance which relate to the issuance of the license for which I am applying and the grounds under which such license may be denied, suspended, revoked or non-renewed, and that I meet the requirements for the license type applied for herein. I further acknowledge that I am subject to both disciplinary action and criminal prosecution if my application contains a false, fictitious, or fraudulent statement or entry with regard to any material fact.

I understand that fingerprints provided with this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation in accordance with applicable statutes.

I acknowledge and understand that I have the duty to inform the Commissioner of Insurance of any disciplinary action taken against me in any other state in which I may be licensed within thirty (30) days of the happening of such disciplinary action.

I further acknowledge that I have the duty to update the information contained on this application, including a change of my address, and that failure to do so may constitute grounds for revocation or suspension of my insurance license(s).

I understand all applications are subject to further review. Any affirmative response to a screening question may extend processing times. Failure to disclose criminal history information may result in denial of license.

SIGNATURE OF APPLICANT

FULL LEGAL NAME OF APPLICANT (PRINT OR TYPE) LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

The State of, _____ County of _____,

Before me, _____, on this day personally appeared
(PRINTED NAME OF NOTARY PUBLIC)

_____, known to me (or proved to me
(PRINTED FULL LEGAL NAME OF APPLICANT)

on the oath of _____ or through _____)
(PRINTED NAME OF WITNESS KNOWN TO NOTARY PUBLIC) (DESCRIPTION OF IDENTITY CARD OR OTHER DOCUMENT)

to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____

(NOTARY SEAL)

(NOTARY PUBLIC SIGNATURE)

Notary Public, State of _____

Send completed application, check or money order, made payable to the Texas Department of Insurance, and other required documents to: **Texas Department of Insurance Agent and Adjuster Licensing** MC 107-1A P.O.Box 12069 Austin, Texas 78711-2069

General Information

LICENSE TYPE	PART I	PART II	PART III	PART IV	PART V	PART VI	PART VII	PART VIII
General Lines–LAH (§ 4054.051)	•					◆	•	•
General Lines–P&C (§ 4051.051)	•					◆	•	•
Life Agent (Chapter 4054)	•					◆	•	•
*Life Insurance Not Exceeding \$25,000 (§ 4054.201)	•					◆◆	•	•
*Funeral Prearrangement Life (§ 4054.151)	•					◆◆	•	•
Life & Health Insurance Counselor (Chapter 4052)	•						•	•
Full-Time Home Office Salaried Employee (§ 4051.301)	•					•		•
Personal Lines Property and Casualty (Chapter 4051)	•					◆	•	•
Limited Lines (§ 4054.101 and § 4051.101)	•					◆	•	•
*County Mutual (§ 4051.201)	•					◆◆	•	•
Insurance Service Representative (§ 4051.151)	•				•		•	•
Managing General Agent (Chapter 4053)	•					◆	•	•
Surplus Lines Agent (Chapter 981)	•			•			•	•
Risk Manager (Chapter 4153)	•						•	•
Public Insurance Adjuster (Chapter 4102)	•		•					•
Public Insurance Adjuster–Trainee (Chapter 4102)	•		•					•
Adjuster–All Lines (Chapter 4101)	•	•					•	•
Adjuster–P&C (Chapter 4101)	•	•					•	•
Adjuster–Workers’ Comp (Chapter 4101)	•	•					•	•
Adjuster–Trainee (§ 4101.003)	•	•					•	•
Adjuster–Emergency (§ 4101.101)	•	•						•
Adjuster–All Lines Designated Home State Texas (Chapter 4101)	•	•					•	•
Adjuster–P&C Designated Home State Texas (Chapter 4101)	•	•					•	•
Adjuster–Workers’ Comp Designated Home State (Chapter 4101)	•	•					•	•

• Required parts

- * A temporary license is available for this license type. A Part VI, Notice of Appointment is required for a temporary license, otherwise the Notice of Appointment is optional on this original application.
- ◆ Notice of Appointment is optional for these types on an original application. However, not later than the 30th day after the effective date of the agent’s appointment by an insurance company, or subagent’s appointment by a General Lines agent/agency, a Notice of Appointment with the \$10 fee must be submitted to TDI, if the Notice of Appointment is not made on this application.
- ◆◆ If Notice of Appointment is not submitted, then company certification must be provided certifying the applicant has (1) completed a course of study and instructions and (2) passed without aid a written examination administered by the insurer as required in the Texas Insurance Code.

License type information and descriptions, including examination requirements and exemptions, may be found at

www.tdi.texas.gov/licensing/agent/aglityp.html

This application with fee and required attachments must be mailed to:

Texas Department of Insurance,
 Agent and Adjuster Licensing
 MC 107-1A
 P O Box 12069
 Austin TX 78711-2069

Notice About Certain Information Laws and Practices

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under Sections 552.021 and 552.023 of the *Texas Government Code*, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under Section 559.004 of the *Texas Government Code*, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI’s Legal and Regulatory Affairs Program at AgencyCounsel@tdi.state.tx.us or you may refer to the Corrections Procedure section on our websites.

Fees: 28 *Texas Administrative Code* §§ 19-801–19.802: All \$50 application and \$150 temporary license application fees are nonrefundable and nontransferable as authorized by the *Texas Insurance Code*. Make check or money order payable to the Texas Department of Insurance.

Applicants with Expired Licenses: If a person’s license has been expired for more than 90 days but less than one year, the person may not renew the license, but is entitled to a new license without taking the applicable examination if the person submits to TDI a new application, the license fee, and an additional fee equal to one-half of the license fee. If a person’s license has been expired for one year or more, the person may obtain a new license by submitting to reexamination, if examination is required for original issuance of the license, and complying with the requirements and procedures for obtaining an original license.

General Information (continued)

Temporary License Applicants: Only applicants applying for a *Funeral Prearrangement Life License, Life Insurance Not Exceeding \$25,000 License* or *County Mutual License* may apply for a temporary license with this application. All other temporary license applicants must submit a Pearson VUE application form to DataStream Technologies, 18568 Forty Six Pkwy, Suite 2001, Spring Branch, TX 78070. The temporary license application must include a completed Notice of Appointment, Part VI, signed by the appointing company. The temporary license is valid for 90 days after the date of issuance.

A temporary license holder must submit to the Department a certification by the appointing insurance company that the temporary agent has completed the course of study and examination as required by the *Texas Insurance Code* with a copy of the temporary license to obtain a permanent *Funeral Prearrangement Life License, Life Insurance Not Exceeding \$25,000 License* or the *County Mutual License*.

A temporary license may not be renewed or issued more than once in a consecutive six-month period to the same applicant.

Public Insurance Adjuster Trainee Registrations—A public insurance adjuster trainee registration expires after 180 days. A public insurance adjuster trainee who wishes to obtain a public insurance adjuster license must pass the Pearson VUE examination and complete the Pearson VUE application and submit it to DataStream Technologies with the required \$50.00 fee. You may obtain information on the Pearson VUE examination and the Pearson VUE application at

www.pearsonvue.com/tx/insurance

Nonresident Adjuster Designating Texas as Resident State – Some states do not license adjusters. A resident of one of those states may obtain a Texas adjuster license by meeting all Texas resident license requirements and then designating Texas as the home state for the adjuster license only. Nonresident Adjuster Designating Texas as Resident State must comply with the continuing education requirements as outlined in *Texas Insurance Code* §4101.059 and 28 *Texas Administrative Code* §§19.1001-19.1020.

Names: Applicants must supply their full, legal name and not a nickname. For instance, a Christopher **may not** apply as Chris.

Addresses: The mailing address provided in Part 1, number 3 must be your permanent mailing address and is the address of record to which licenses, official correspondence, forms, notices and other information will be sent. The applicant/agent's current mailing address is presumed to be the address on the most recent license renewal or license application form, whichever is latest. This address will be considered the applicant/agent's last known address for the purposes of notice to the applicant/agent by TDI. The legal resident address is the address on your driver's license and the address where you currently live. The resident address is used to determine the state of residence for licensing purposes. Address changes must be reported to TDI as required in the *Texas Insurance Code*, § 4001.252 and § 4003.009. If the mailing, legal resident or official business address changes, the applicant/agent is responsible for notifying TDI within 30 days, in writing, either by fax to

512-490-1029

or by mail to

**Texas Department of Insurance
Agent and Adjuster Licensing**

Mail Code 107-1A
P O Box 149104
Austin TX 78714-9104

You may obtain the *Licensee Address Change Request Form* LHL389 at

www.tdi.texas.gov/forms/form11.html

All address change requests must be dated and signed by the license holder.

Fingerprinting: The fingerprint requirement is authorized in *Texas Insurance Code* §801.056 and amended 28 TAC §1.501 and §§1.503 – 1.509. The complete text of the rule may be accessed at <http://www.tdi.texas.gov/rules/2006/1003e-059.html>.

Applicants claiming exemption from the fingerprint requirement based on 28 TAC §1.504(b) must provide information on the type of license application or TDI filing with which the fingerprints were submitted and the date the fingerprints were submitted to TDI.

The Texas Department of Insurance **strongly encourages applicants to utilize electronic fingerprinting** through approved vendors as authorized under the rule. Electronic fingerprinting is fast and accurate, and in most cases will avoid potential delays in the processing of your submission.

Fingerprint cards are no longer accepted by TDI. Please see Exception to Electronic Fingerprinting on next page when it is not possible for you to get electronically fingerprinted.

Electronic Fingerprinting:

The general process for electronic fingerprinting is:

- 1 Print and complete the FAST Pass form from TDI's website, www.tdi.texas.gov/forms/form11.html.** You will need information from the FAST Pass form to make your electronic fingerprint appointment.
- 2 Schedule an appointment to be electronic fingerprinted.** You must schedule a fingerprint appointment by visiting www.identogo.com or by calling 1-888-467-2080. Pursuant to DPS requirements on the vendor, you will be photographed as part of the fingerprint process. You must pay the \$41.45 fee to the vendor in a manner that is acceptable to the vendor. All electronic fingerprint appointments must be made by DPS' vendor, Morpho Trust USA. The vendor has 90+ Texas fingerprint locations, including the Pearson VUE testing centers which administer the TDI agent/adjuster licensing examinations. See the FAST Pass form for complete instructions to obtain an electronic fingerprint appointment.
- 3 Arrive at your scheduled appointment with your FAST Pass.** After your fingerprints and photograph are taken, the technician will give you a receipt stating that you were fingerprinted. Do not throw away the receipt. You will not get a printed fingerprint card. Your fingerprints will be sent electronically to DPS and the FBI.
- 4 Attach a copy of the fingerprint receipt to your application.** A FAST Pass receipt must be attached to your application if you are required to provide fingerprints. Keep the original FAST Pass receipt for your records.

Exception to Electronic Fingerprinting:

When electronic fingerprinting is not available, the following process must be followed.

- 1 Print and complete the FAST Fingerprint Card Scan Authorization Form from TDI's website, www.tdi.texas.gov/forms/form11.html.** ALL information requested on the FAST Fingerprint Card Scan Authorization Form MUST be provided. If the required information is not provided, the fingerprint card cannot be processed.
- 2 Get fingerprinted by a criminal law enforcement agency on an original APPLICANT fingerprint card that includes Texas Department of Insurance ORI TX920540Z.** ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card. Blank cards may be obtained from TDI by calling 512-322-3503 or e-mail request to License at LICENSE@tdi.texas.gov All fingerprints MUST be captured by a law enforcement agency.
- 3 Make check for \$41.45 payable to "Morpho Trust USA".**
- 4 Mail the completed Fingerprint Card Scan Authorization Form, original fingerprint card and check to:**
Morpho Trust USA
Texas Card Scan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704
- 5 Wait for a FAST receipt from Morpho Trust USA.** The FAST receipt must be attached to the completed Application for Individual Agent License at the time it is mailed to the Texas Department of Insurance. The FAST receipt allows TDI to locate criminal history information on the individual.

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

TDI cannot complete processing an application until it receives a criminal history report from DPS and FBI for applicants required to provide fingerprints.

References: You may view the *Texas Insurance Code* at <http://www.statutes.legis.state.tx.us/?link=IN> and the *Texas Administrative Code* at http://info.sos.state.tx.us/pls/pub/readtacSext.ViewTAC?tac_view=3&ti=28&pt=1.