



TEXAS DEPARTMENT OF INSURANCE

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Financial Regulation Division - Agent and Adjuster Title Licensing (107-TL)
333 Guadalupe, Austin, Texas 78701 ★ PO Box 149104, Austin, Texas 78714-9104
(512) 676-6475 | (866) 554-4926 | TDI.texas.gov | @TexasTDI

ESCROW OFFICER LICENSE RENEWAL APPLICATION RENEWAL FEE \$35.00

TITLE AGENCY NAME _____
DBA not required, if any

MAILING ADDRESS _____

CITY, STATE ZIP CODE _____

Title Agent Information
License Type: Escrow Officer
Firm ID: _____
Expiration Date: _____
Invoice ID: _____

Escrow Information
License No: _____
Individual ID: _____
Escrow Officer Name: _____

Escrow Officer Renewal Application Form

This form comprises part of the application for the renewal of the license listed above. All required items must be submitted together in a timely manner. Failure to comply with any one of these requirements may result in non-renewal of your license.

Escrow Officer named above must answer questions 1 through 5 and provide the information requested.

1. 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, any other state, or by the federal government? ☐ Yes ☐ No
- b. Have you ever been convicted of any misdemeanor or felony offense in Texas, any other state, or by the federal government? ☐ Yes ☐ No
- c. Have you ever had adjudication deferred on any misdemeanor or felony charge or offense in Texas, any other state, or by the federal government? ☐ Yes ☐ No
- d. Have you ever served any period of probation for any misdemeanor or felony offense in Texas, any state, or by the federal government? ☐ Yes ☐ No

If you answer "Yes" to question 1a, 1b, 1c, and/or 1d, you must submit original CERTIFIED copies of the indictment or charging document, conviction, order deferring adjudication, judgment and conditions of probation from the appropriate jurisdiction, for each and every crime or offense. You may also include letter of recommendation on your behalf. Please provide full information with dates and details on a separate sheet of paper. Application processing will be suspended until the details are received and a review is completed. However, if certified documents were previously provided to this Department, do not resubmit.

2. Have you ever had an application for license denied by the State of Texas or any other state? ☐ Yes ☐ No
If "Yes", give details on a separate page.

3. Have you ever had a license suspended or revoked by the State of Texas or any other state? ☐ Yes ☐ No
If "Yes", give details on a separate page.

4. Have you completed Continuing Education requirements? ☐ Yes ☐ No If "Yes", give total hours: _____

Explanation of Item 4:

This question concerns completion of Continuing Education requirements per the requirements of Procedural Rule P-28, Sec. 12 (b). If you answer "Yes" to item 4 and give total hours completed, this renewal application constitutes a certified summary of completion certificate. **You must** attach individual copies of completion certificates as a part of this renewal application form. You must retain the individual completion certificates for a period of four (4) years.

Notice: Your total requirements must include 1 hour of ethics if license is 10 months or more.

Continuing Education Hours

License Period	Total Required HOURS	Ethics
Less than 4 months	0	0
4 months up to and including 6 months	4	0
7 months up to and including 9 months	5	0
10 months up to and including 12 months	6	1
13 months up to and including 15 months	7	1
16 months up to and including 18 months	8	1
19 months up to and including 21 months	9	1
22 months or more	10	1

(INCREMENTS ARE IN FULL MONTHS DO NOT COUNT PARTIAL MONTHS)

5. For verification of **HOME** address, complete the following information:

Street _____

City _____ State _____ Zip Code _____

Area Code/Phone No. _____ Contact Email Address (**required**) _____

Do you give TDI affirmative consent to release the email address listed directly above with any other parties listed on this application? ☐ **Yes** ☐ **No**

ESCROW OFFICER CERTIFICATION

I certify that I personally answered each question and that the answers are true and correct. I understand this application is for renewal of the license type listed herein. I further certify that all information contained in my original application for license and any subsequent renewal application including this renewal application is true and correct. (If not, please give details on a separate page.)

Signature of Escrow Officer

Typed or Printed Name of Escrow Officer

TITLE AGENT OR DIRECT OPERATION CERTIFICATION

I certify the following:

1. I am the authorized representative of the licensed title insurance agent or direct operation,
2. The escrow officer named above is currently a bona fide employee of the licensed title insurance agent or direct operation that I represent, or is a bona fide employee of an attorney licensed to act as an escrow officer on behalf of the licensed title insurance agent or direct operation that I represent,
3. I have reviewed this application and do not have any knowledge that the information provided in this application is incorrect,
4. I have verified that the escrow officer named above has completed all continuing education requirements.

Original Signature of Active Officer/Owner/Partner/Managing Member/On Site Manager

Date

Typed or Printed Name

Title/Position

Contact E-mail address (**required**)

Do you give TDI affirmative consent to release the email address listed directly above with any other parties listed on this application? ☐ **Yes** ☐ **No**

Important notice for ALL licensees: Failure to comply with any one of these requirements may result in non-renewal of your license. All required items must be submitted simultaneously. A late fee of \$17.50 per renewal is charged in addition to the renewal fee if a **COMPLETE** renewal submission is not received by the current license expiration date. The \$17.50 late fee is charged if all requirements are met within 90 days of expiration. If a license has been expired for over 90 days, the license may not be renewed and any **renewal fees will not be refunded or applied towards a new application.**

Note to title agent/direct operation: If this escrow officer has had a name change or does not wish to renew the license, you must submit an endorsement or rider, to be attached to your escrow officer's schedule bond changing or deleting the name as applicable.

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 General Counsel Division at (512) 676-6551 or visit the Corrections Procedure section of TDI's website at www.tdi.texas.gov.

Return Renewal to:

Regular Mailing and Overnight Address

Texas Department of Insurance
Title Licensing Program, MC 107-TL
333 Guadalupe Street
Austin, Texas 78701

Refer questions to:

512-676-6475