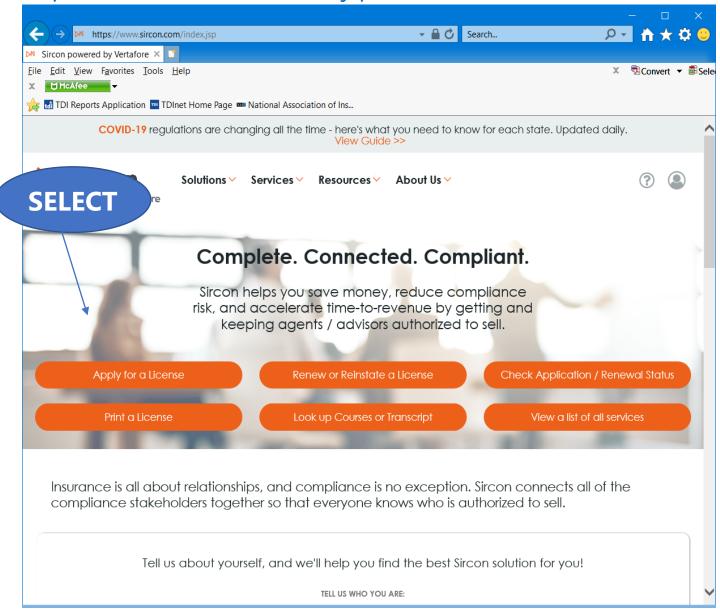
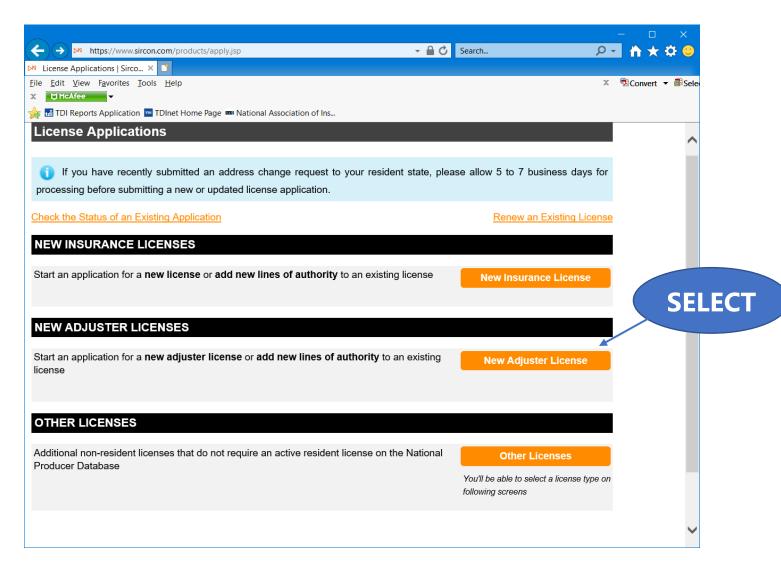
For Resident applications

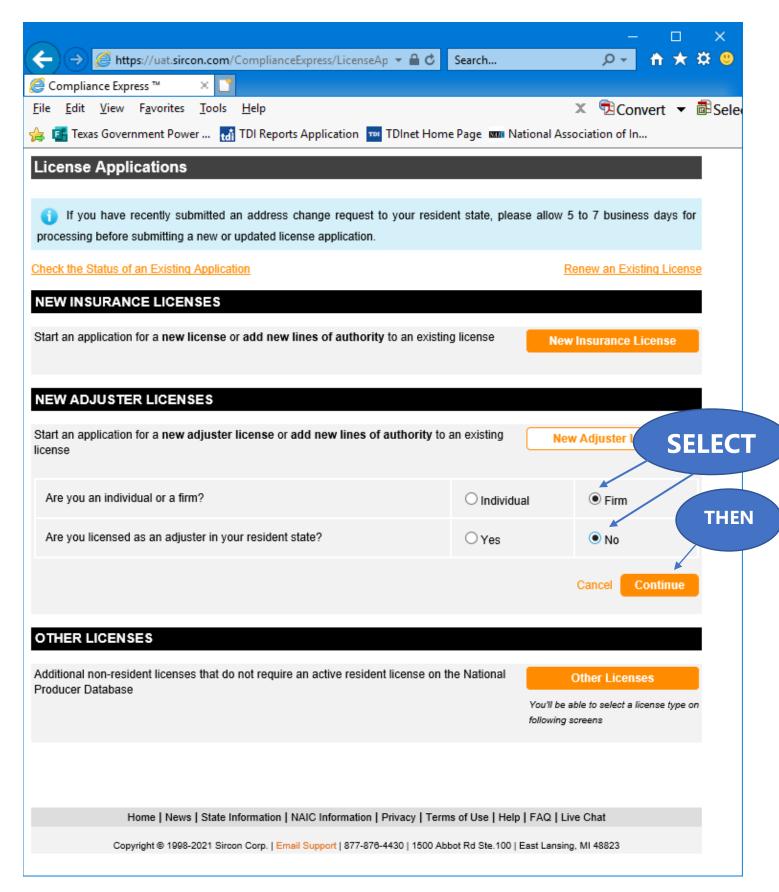
https://www.sircon.com/index.jsp



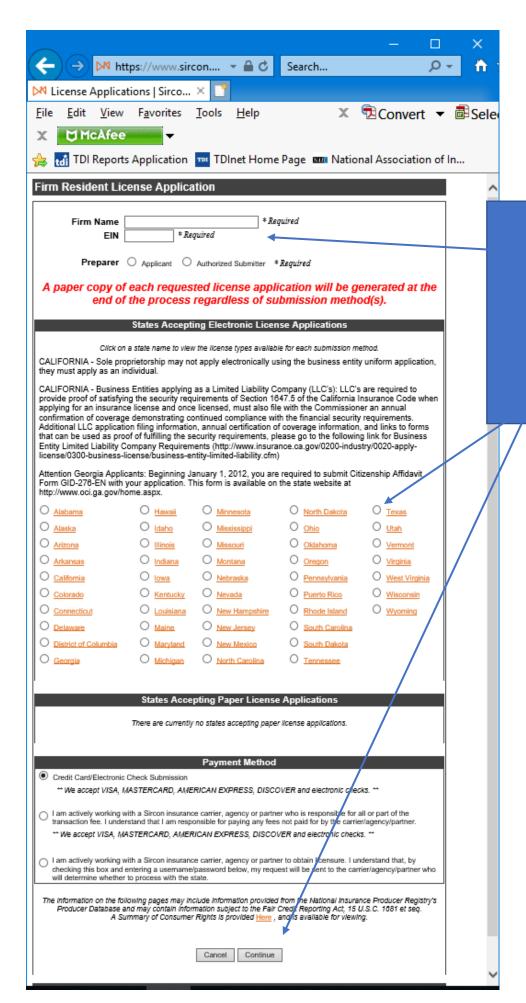
Select "Apply for a License"



Select "New Adjuster License"



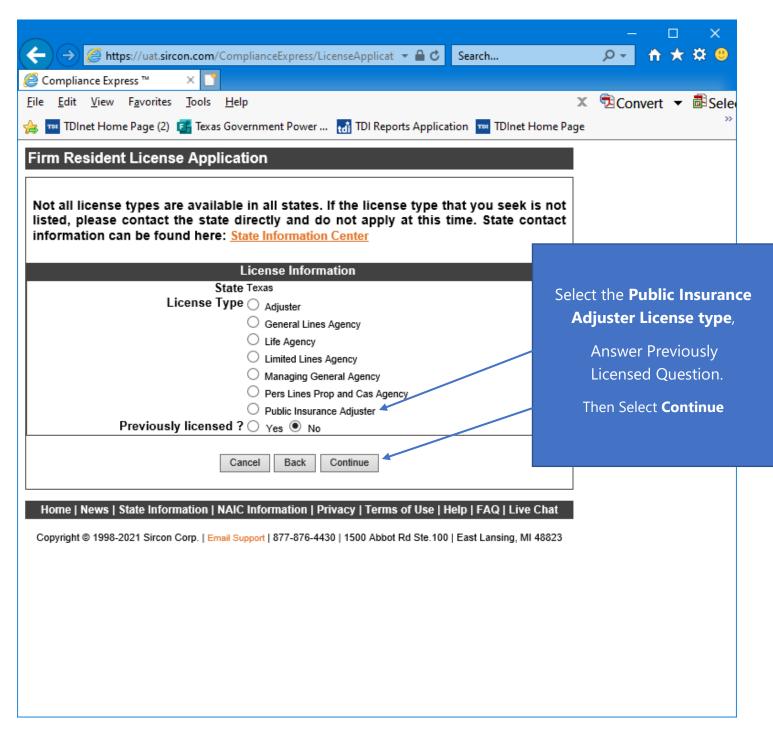
Select "Firm", select "No" for resident state license, and then "Continue".



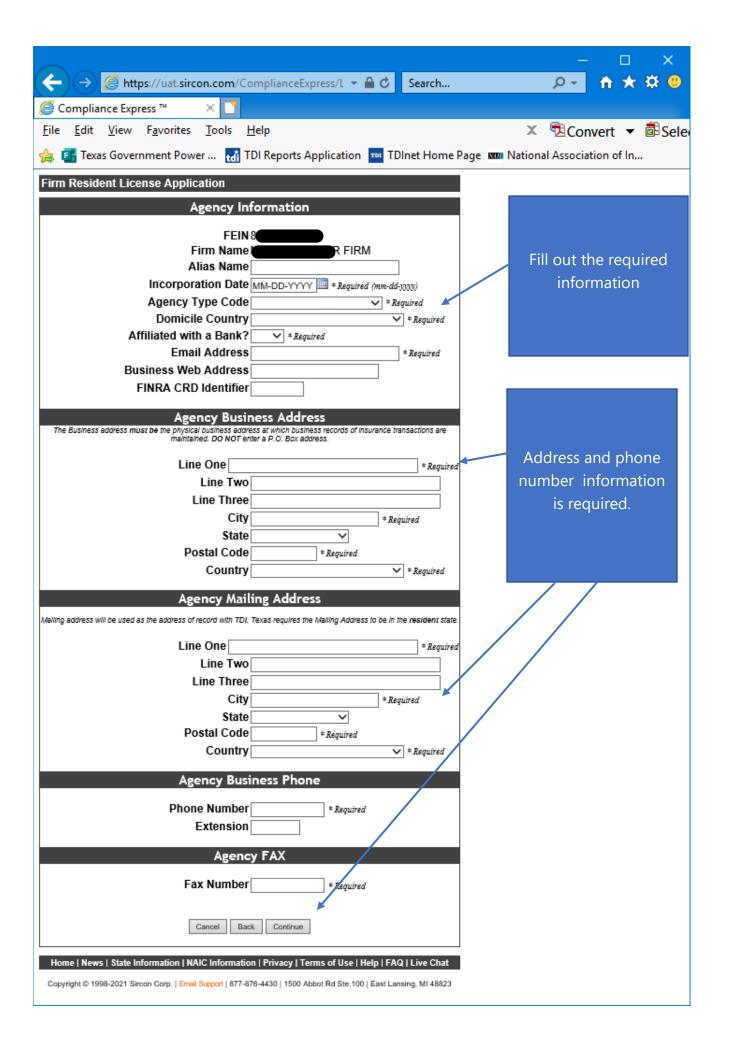
Complete the required information,

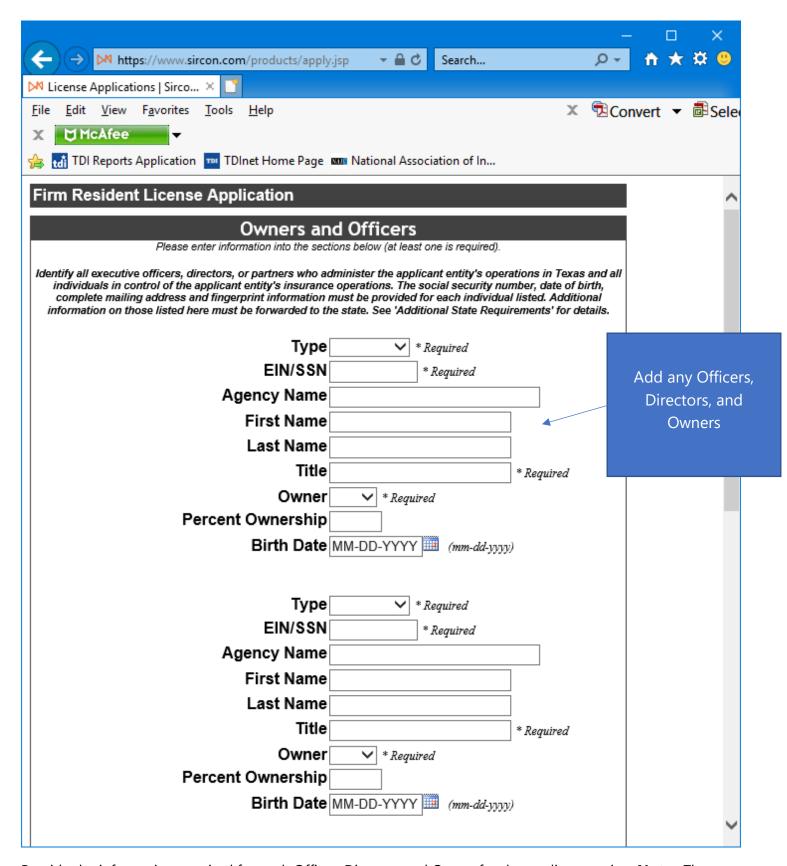
Select **Texas**,

Then Select **Continue**

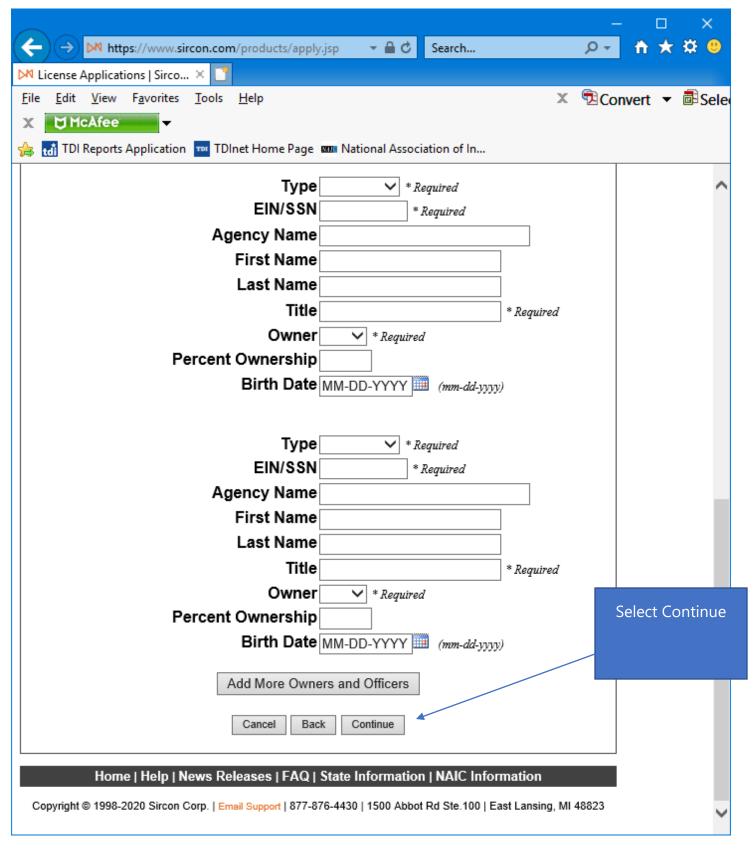


Select the "Public Insurance Adjuster" license type, answer the Previously Licensed question, then select "Continue".

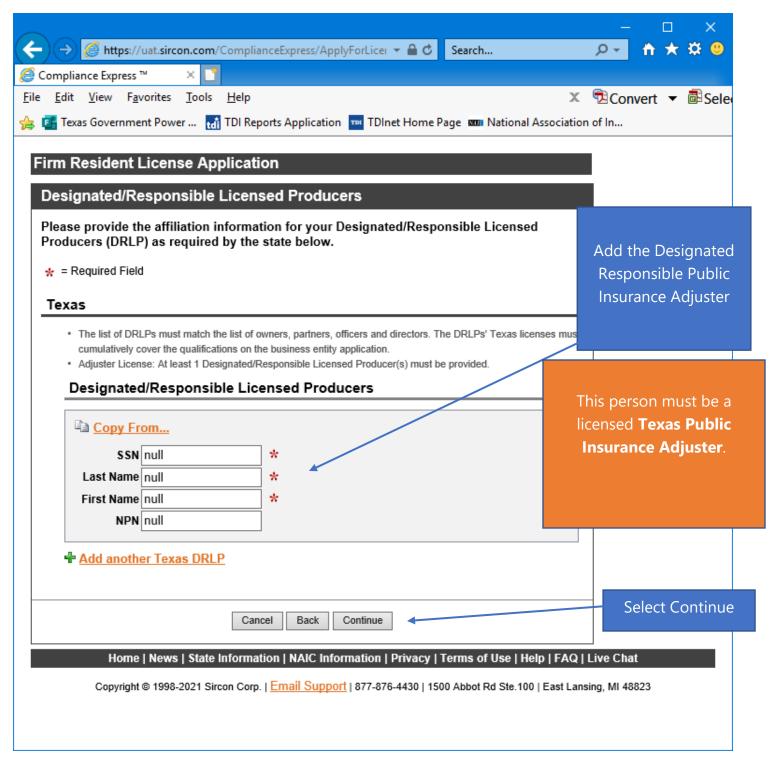




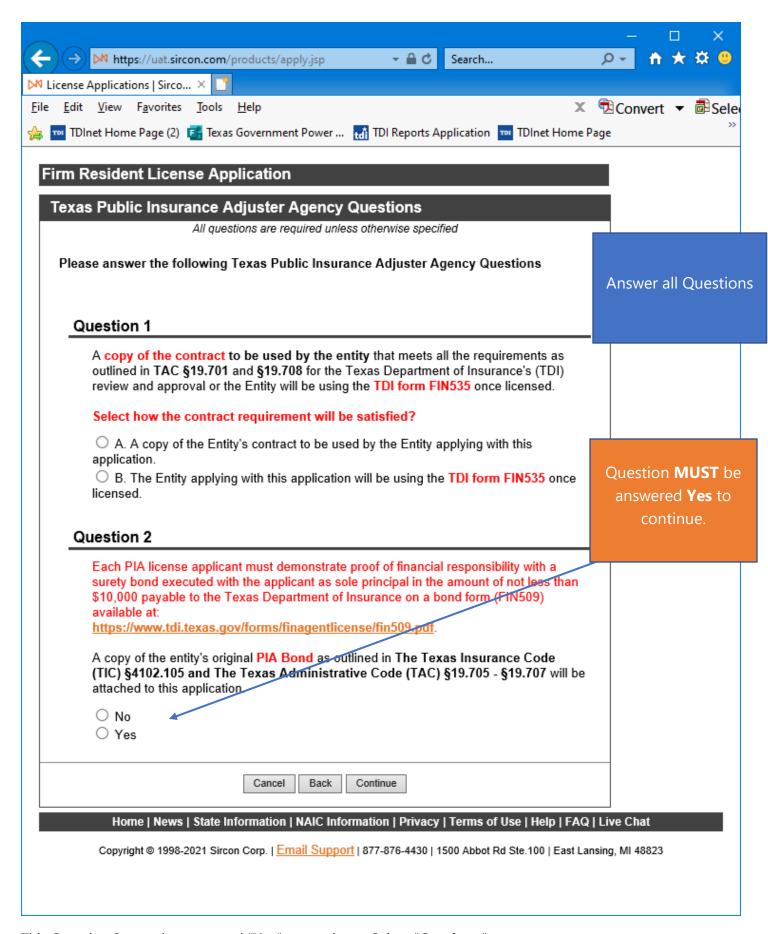
Provide the information required for each Officer, Director, and Owner for the applicant entity. **Note:** The Designated Responsible Licensed Person should be included in this list.

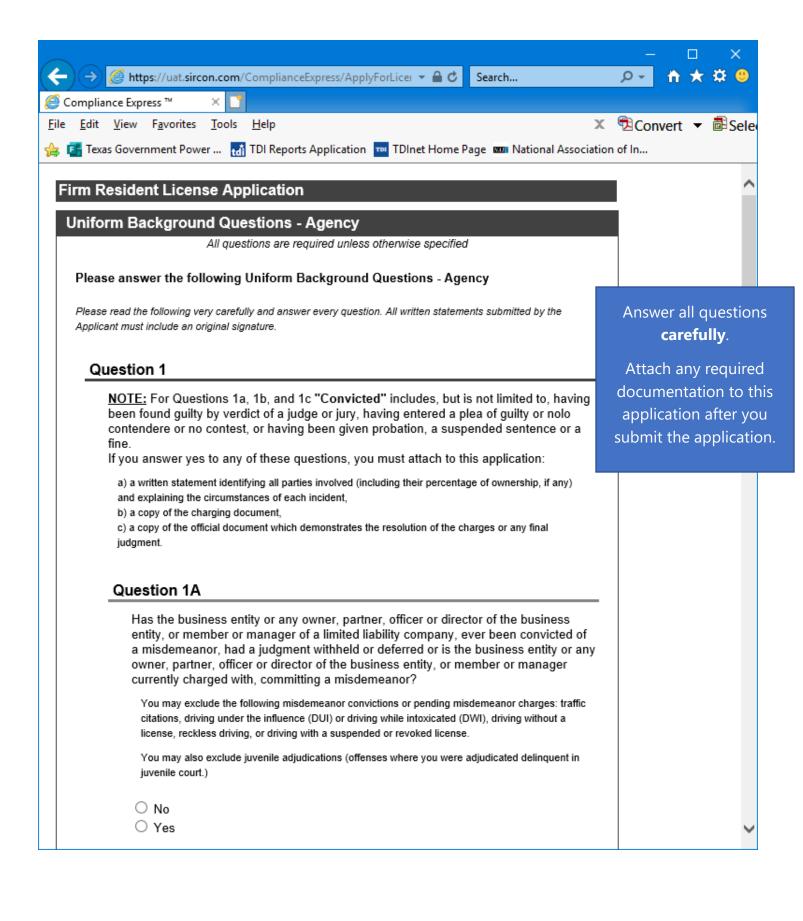


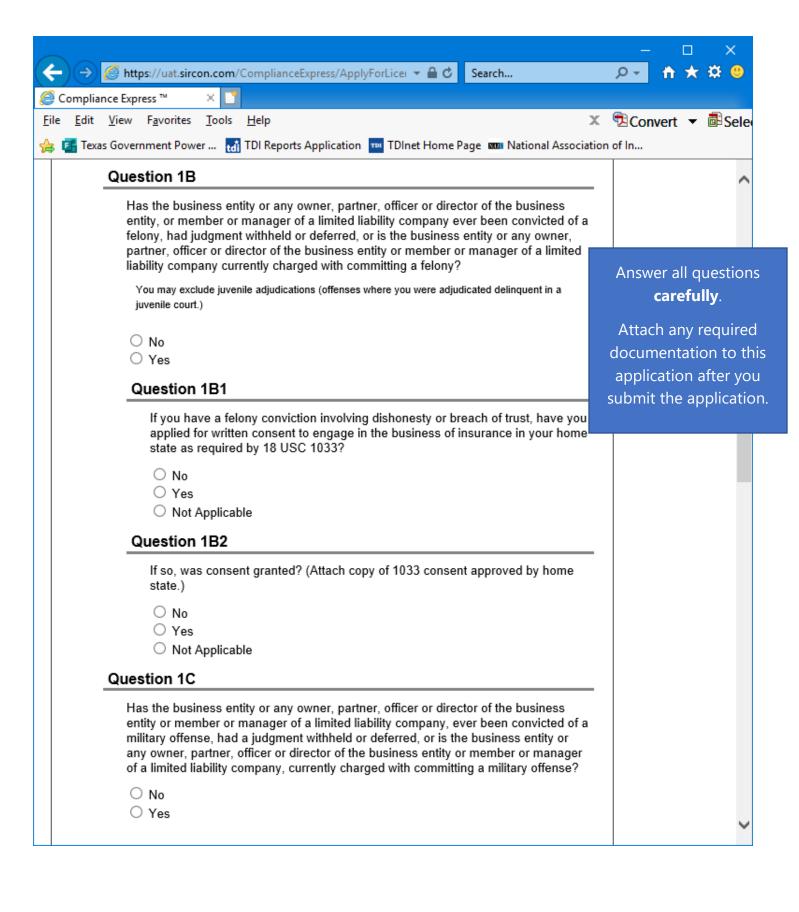
Select "Continue".

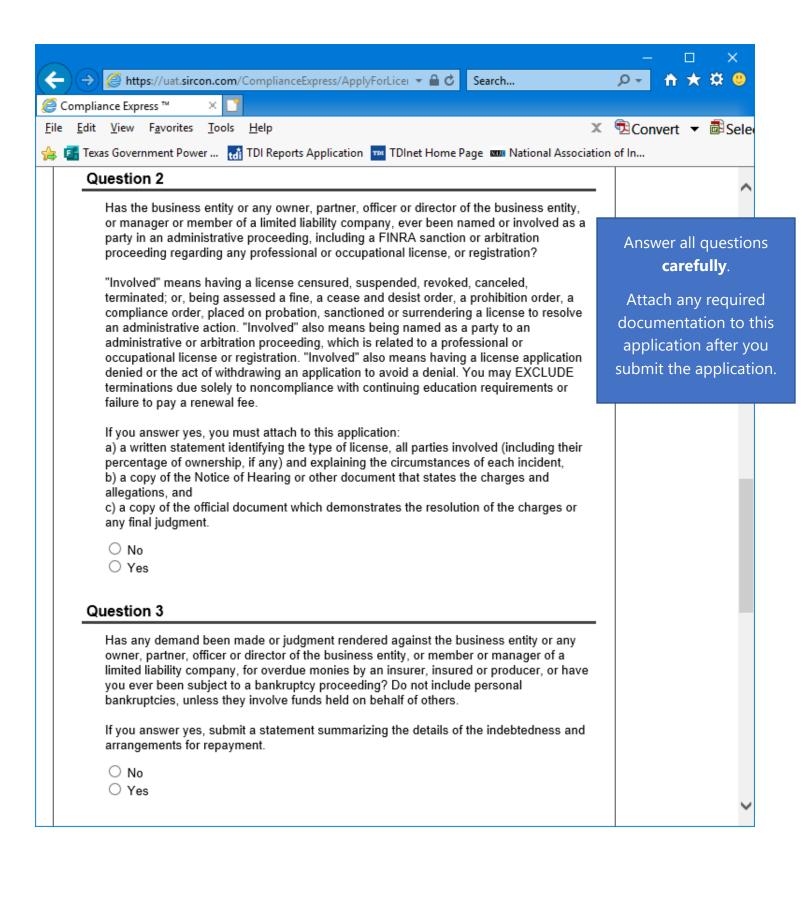


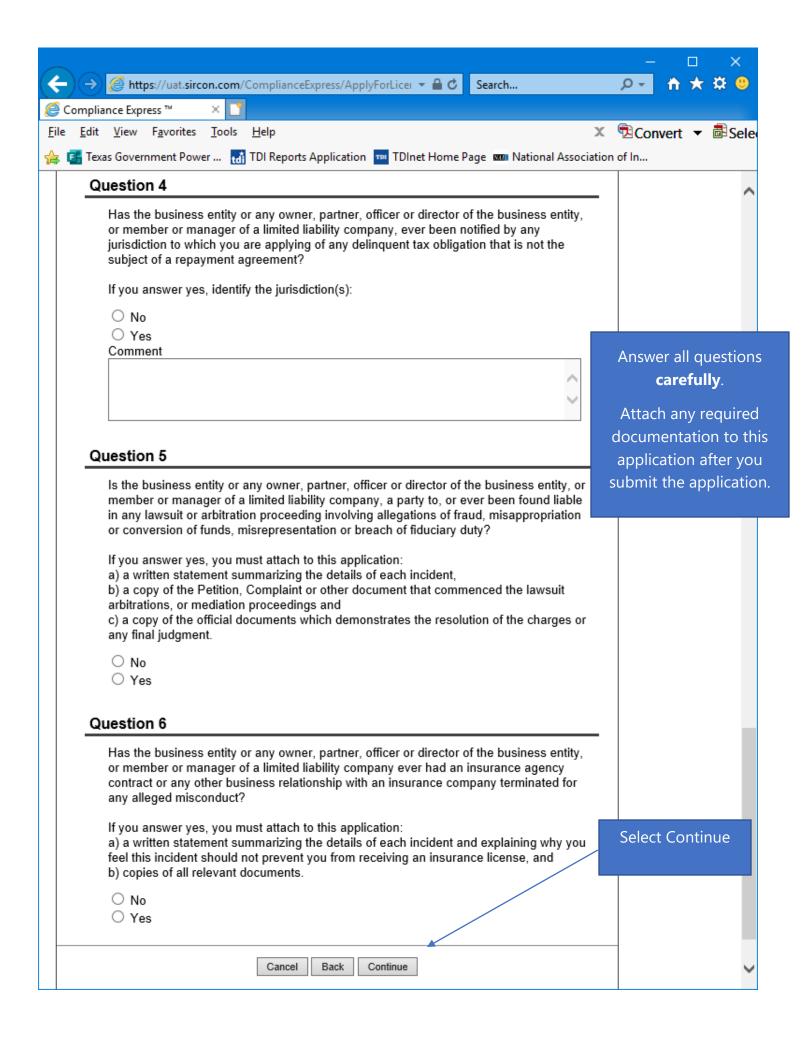
Enter the information for the **Designated Responsible Licensed Person**, which can be copied from the information provided on the previous screen. Select "**Continue**".

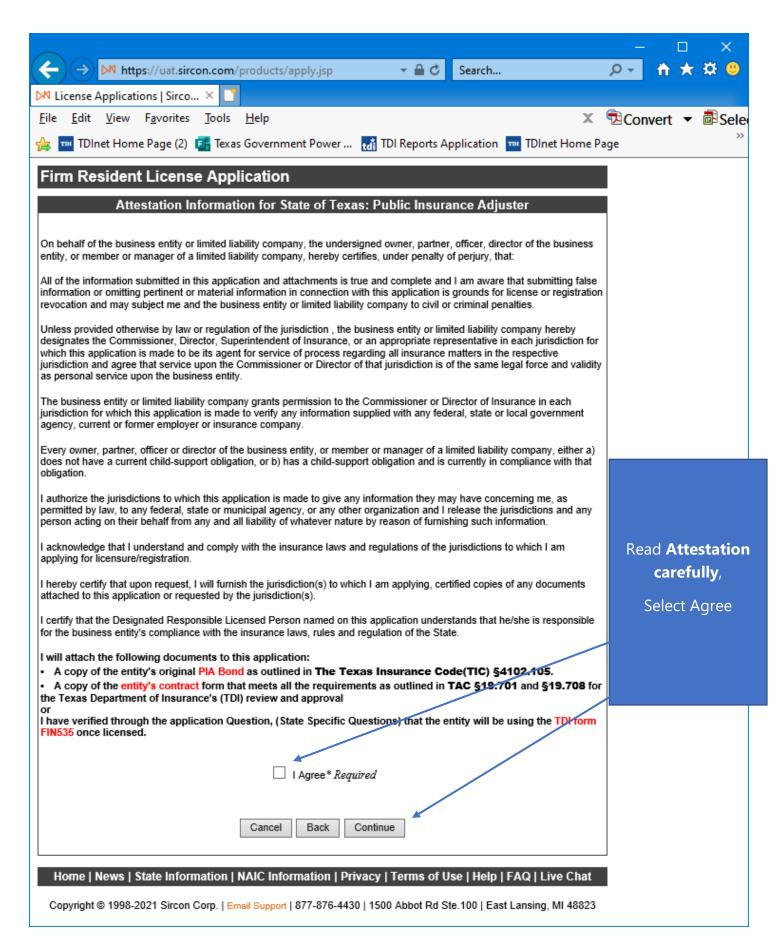




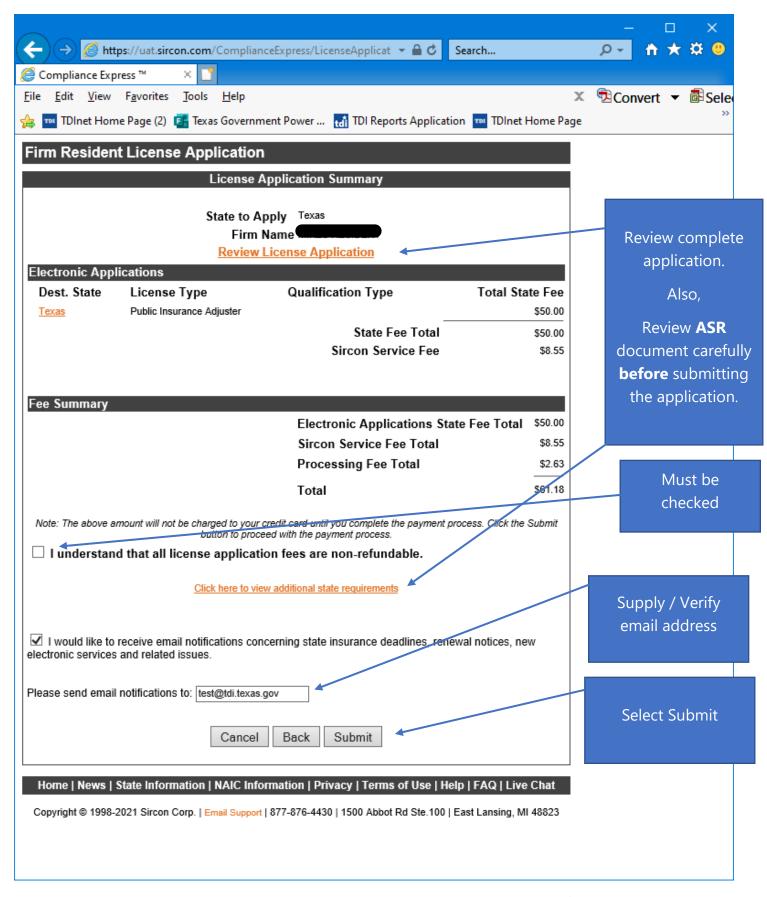








Read the Attestation carefully, then select "I Agree", then select "Continue".



The applicant must check the box next to "I understand that all license application fees are non-refundable."



https://uat.sircon.com/ComplianceExpress/LicenseApplications/JurSrvcLicMsqs.jsp?srvcGrpCd=LICAPPL&tentTypeCd=AG&tresC

Firm Resident License Application

License Application Additional State Requirements

Texas - Public Insurance Adjuster

- Before Submitting Your Application Verify that the License Type/Qualification selected is the correct License Type/Qualification.
- To ensure proper processing of application, please note the following:
 - Enter all data for the application in Capital Letters only.
 - Do not enter a P.O. Box address in the Business address field.
 - · Do not enter punctuation in any address field.
 - Verify the background questions were answered correctly before the application is submitted.
- Method of Submitting: After submitting your license application electronically to the Texas Department of Insurance, print a copy of the license application to retain for your own records; DO NOT mail it to the state.
- Verify that you have attached one of the following:
 - 1. Active TDI license numbers OR
 - 2. Fingerprint receipts for all executive officers, directors or partners who administer the applicant entity's insurance operations in Texas and all individuals in control of 10 percent or more of the entity's voting stock.
- A copy of the original PIA Bond (FIN509) as outlined in The Texas Insurance Code (TIC) §4102.105.
- 4. A copy of the contract to be used by the entity that meets all the requirements as outlined in TAC §19.701 and §19.708 for the Texas Department of Insurance's (TDI) review and approval

I have verified through the application question, that I will be using the TDI form FIN535 once licensed.

- All required attachments including documentation required in response to a "Yes" answer on a background or other requirements should be submitted to the state as follows:
- (1) On the License Application Confirmation page or the License Application Activity Inquiry, the applicant wi offered the Attach Supporting Documents button (paperclip icon) in the Action column.
- (2) Click the button to open the Attach Supporting Documents page.
- (3) There you can browse for the electronic document on your computer system, provide a description to giv for the reviewer, and
- (4) upload the document(s) to the license application.

If you do not have scan capability, fax all the required documents along with a cover letter to the number list

mail to:

Texas Department of Insurance

Agents Licensing Division PO Box 12030,

Austin, TX 78711-2030 Phone: (512) 676-6500 Fax: (512) 490-1052

- Additional Information:
- Authorized submitters are allowed to enter license applications on behalf of the producer.
- Applicant may reapply on the 96th day after expiration date.
- If the Applicant Entity is a Texas Resident:
 - Each Designated Responsible Licensed Person (DRLP) must:
 - Hold the same Texas Public Insurance Adjuster license as the entity is applying for with this application: and
 - Also be specified as an active Partner(s) or Officer(s) on the application.
- If the Non-Resident Applicant Entity is qualifying via reciprocity using a resident state entity license:
 - Each Designated Responsible Licensed Person (DRLP) must:
 - Hold the same Texas Public Insurance Adjuster license.
 - Also be specified as an active Partner(s) or Officer(s) on the application.
- If the Non-Resident Applicant Entity is NOT qualifying via reciprocity using a resident state entity license:
 - Each Designated Responsible Licensed Person (DRLP) must:
 - · Hold the same resident Texas Public Insurance Adjuster license as the entity is applying for with this application; and
 - Also be specified as an active Partner(s) or Officer(s) on the application.

Review **ASR** document carefully.

Select close once read.



https://uat.sircon.com/ComplianceExpress/LicenseApplications/JurSrvcLicMsgs.jsp?srvcGrpCd=LICAPPL&entTypeCd=AG&re

- For each Entity listed as an Owner:
 - Please clarify the ownership of the applicant entity. Texas defines control as 10% or greater. For individuals
 meeting this standard provide name, address, DOB and SSN, and for entities meeting the standard provide
 name, address, FEIN and a list of officers, to include name and address only for each officer listed. If an
 entity is a trust, also give the name and address of the trustee. This attachment may be in the form of an
 organization chart.
 - Submit the name, address, DOB, and SSN of each DRLP, Owner, Officer, Director, Partner, and Member to the Texas Department of Insurance prior to license approval.
- Business Authority in Texas: Most entities are required to register to do business in this state prior to obtaining an
 insurance license.
 - All resident and nonresident corporations, limited liability companies, limited partnerships, limited liability
 partnerships, and agricultural cooperatives must provide a copy of their Charter, Certificate of Formation, or
 registration that was obtained from the Texas Secretary of State's office or other state's authorizing
 department (if nonresident entity). If the applicant entity was organized in a state other than Texas, then
 provide a copy of documentation that demonstrates the entity was organized under the laws of another
 state. Resident and nonresident entities may be required to register with the Texas Secretary of State. You
 may contact the Texas Secretary of State's office or call 512-463-5701.
 - All banks and farm credit administration entities must provide a copy of the document issued by a federal or Texas state agency authorizing the entity to do business in Texas.
- · Franchise Tax Requirements:
 - Entities are not required to provide the Department of Insurance a current Texas Franchise Tax Certificate of Good Standing or a copy of the No Nexus Letter the entity received from the Texas Comptroller to obtain an agency license. However, your entity may still be a taxable entity subject to applicable Texas franchise tax. To determine if your entity is subject to Texas franchise tax, contact the Texas Comptroller of Public Accounts at www.cpa.state.bx.us or call 512-463-4865 or 1-800-252-1386.
- Executive Officers, Directors, Partners and Individuals in Control Requirements

 All executive officers, directors or partners who administer the applicant entity's insurance operations in Texas and all individuals in control of 10 percent or more of the entity's voting stock must be identified.

 The social security number, date of birth, complete mailing address and fingerprint information must be provided for each individual listed.
- Control means the power to direct or cause the direction of the management and policies of a license holder, whether directly or indirectly. A person is considered to control:
 - a corporate license holder if the person, individually or acting with others, directly or indirectly, holds with the
 power to vote, owns, or controls, or holds proxies representing, at least 10 percent of the voting stock or
 voting rights of the corporate license-holder, or
 - a partnership if the person through a right to vote or through any other right or power exercises rights in the
 management, direction, or conduct of the business of the partnership. At least one officer or one active
 partner of the applicant entity must be individually licensed by the Texas Department of Insurance.
- For each responsible entity, provide the entity's full legal name, complete mailing address, federal employee
 identification number (FEIN) and an attachment detailing the name and address of all individuals and entities that
 have controlling relationships affecting the applicant entity up to the ultimate controlling individual or entity. If an
 entity is a trust, also give the name and address of the trustee. The attachment may be in the form of an organization
 chart.
- 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 www.tdi.texas.gov/rules/2006/1003e-059.html. 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.

· Electronic Fingerprinting

View the Electronic Fingerprinting instructions at the following location:

https://www.tdi.texas.gov/agent/fingerprint-instructions.html.

(Fingerprints provided for an application will be used to check criminal history records of the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI), in accordance with applicable statutes).

NOTE:TDI cannot complete processing of an entity application until it receives a criminal history report from DPS and FBI for each individual that is required to furnish a fingerprint receipt.

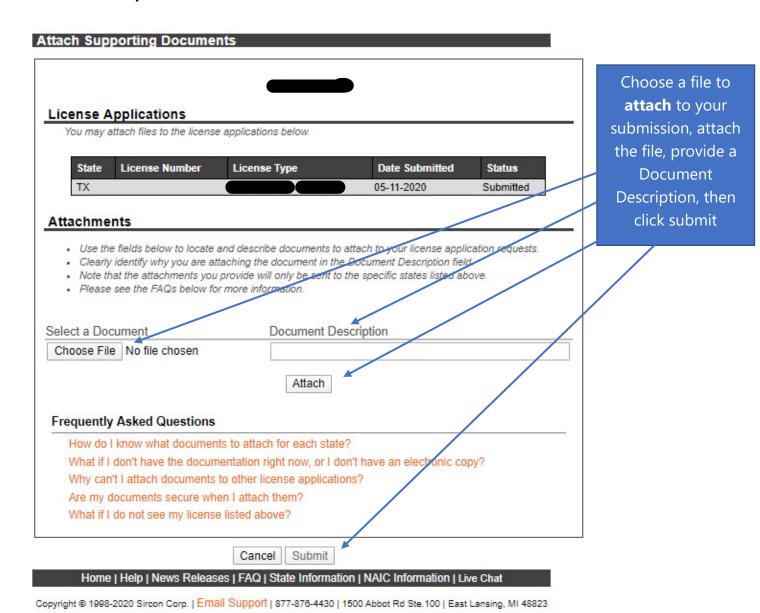
- To check on the status of your application, please use the following steps:
 - In your web browser, go to www.sircon.com\Texas
 - Click on the "Check License Application Status" link in the left-hand column
 - Enter your confirmation ID number, EIN and Producer Type
 - Click the Submit button
- Once your license application or renewal is approved, it may be printed at www.sircon.com\Texas. There will be no fee for printing your license for 30 days from the date the license application was approved.
- Once 30 days have passed since your license was approved, a \$5.00 processing fee will be charged to print your license.
- If you obtain a Sircon account (available at no cost), there is no fee for printing your license from your Sircon account
 at any time. Refer to www.sircon.com\Texas for information on Sircon accounts.

Close This Window

Review ASR document carefully.

Select close once read.

This is a **sample** of what you will see after you submit your application. This screen will provide you the opportunity to attach required documentation with your application submission. Be sure to provide a **Document Description** to each attached file.



Be sure to add a Document Description to each attached file.