

For Resident applications

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

The screenshot shows the Sircon website homepage. At the top, there is a navigation menu with links for Solutions, Services, Resources, and About Us. A blue callout bubble with the word "SELECT" in white capital letters is positioned on the left side, with an arrow pointing to the "Apply for a License" button. The main content area features the headline "Complete. Connected. Compliant." followed by a sub-headline: "Sircon helps you save money, reduce compliance risk, and accelerate time-to-revenue by getting and keeping agents / advisors authorized to sell." Below this, there are six orange buttons arranged in two rows: "Apply for a License", "Renew or Reinstatement a License", "Check Application / Renewal Status", "Print a License", "Look up Courses or Transcript", and "View a list of all services". At the bottom, there is a text box with the prompt "Tell us about yourself, and we'll help you find the best Sircon solution for you!" and a label "TELL US WHO YOU ARE:".

Select **"Apply for a License"**

License Applications | Sirco... x

File Edit View Favorites Tools Help

McAfee

TDI Reports Application TDInet Home Page National Association of Ins...

License Applications

i If you have recently submitted an address change request to your resident state, please allow 5 to 7 business days for processing before submitting a new or updated license application.

[Check the Status of an Existing Application](#) [Renew an Existing License](#)

NEW INSURANCE LICENSES

Start an application for a **new license** or **add new lines of authority** to an existing license [New Insurance License](#)

NEW ADJUSTER LICENSES

Start an application for a **new adjuster license** or **add new lines of authority** to an existing license [New Adjuster License](#)

OTHER LICENSES

Additional non-resident licenses that do not require an active resident license on the National Producer Database [Other Licenses](#)

You'll be able to select a license type on following screens

Select "New Insurance License"

License Applications

If you have recently submitted an address change request to your resident state, please allow 5 to 7 business days for processing before submitting a new or updated license application.

[Check the Status of an Existing Application](#) [Renew an Existing License](#)

NEW INSURANCE LICENSES

Start an application for a new license or add new lines of authority to an existing license [New Insurance License](#)

Is this a Resident or Non-Resident license?	<input checked="" type="radio"/> Resident	<input type="radio"/> Non-Resident
Are you an individual or a firm?	<input type="radio"/> Individual	<input checked="" type="radio"/> Firm

[Cancel](#) [Continue](#)

NEW ADJUSTER LICENSES

Start an application for a new adjuster license or add new lines of authority to an existing license [New Adjuster License](#)

OTHER LICENSES

Additional non-resident licenses that do not require an active resident license on the National Producer Database [Other Licenses](#)

You'll be able to select a license type on following screens

Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat

Copyright © 1998-2021 Sircon Corp. | [Email Support](#) | 877-876-4430 | 1500 Abbot Rd Ste.100 | East Lansing, MI 48823

Select "**Resident**", select "**Firm**" for resident state license, and then "**Continue**".

License Applications | Sirco...

File Edit View Favorites Tools Help

McAfee

TDI Reports Application TDI TDI Home Page National Association of In...

Firm Resident License Application

Firm Name *Required

EIN *Required

Preparer Applicant Authorized Submitter *Required

A paper copy of each requested license application will be generated at the end of the process regardless of submission method(s).

States Accepting Electronic License Applications

Click on a state name to view the license types available for each submission method.

CALIFORNIA - Sole proprietorship may not apply electronically using the business entity uniform application, they must apply as an individual.

CALIFORNIA - Business Entities applying as a Limited Liability Company (LLC's): LLC's are required to provide proof of satisfying the security requirements of Section 1647.5 of the California Insurance Code when applying for an insurance license and once licensed, must also file with the Commissioner an annual confirmation of coverage demonstrating continued compliance with the financial security requirements. Additional LLC application filing information, annual certification of coverage information, and links to forms that can be used as proof of fulfilling the security requirements, please go to the following link for Business Entity Limited Liability Company Requirements (<http://www.insurance.ca.gov/0200-industry/0020-apply-license/0300-business-license/business-entity-limited-liability.cfm>)

Attention Georgia Applicants: Beginning January 1, 2012, you are required to submit Citizenship Affidavit Form GID-276-EN with your application. This form is available on the state website at <http://www.oci.ga.gov/home.aspx>.

<input type="radio"/> Alabama	<input type="radio"/> Hawaii	<input type="radio"/> Minnesota	<input type="radio"/> North Dakota	<input type="radio"/> Texas
<input type="radio"/> Alaska	<input type="radio"/> Idaho	<input type="radio"/> Mississippi	<input type="radio"/> Ohio	<input type="radio"/> Utah
<input type="radio"/> Arizona	<input type="radio"/> Illinois	<input type="radio"/> Missouri	<input type="radio"/> Oklahoma	<input type="radio"/> Vermont
<input type="radio"/> Arkansas	<input type="radio"/> Indiana	<input type="radio"/> Montana	<input type="radio"/> Oregon	<input type="radio"/> Virginia
<input type="radio"/> California	<input type="radio"/> Iowa	<input type="radio"/> Nebraska	<input type="radio"/> Pennsylvania	<input type="radio"/> West Virginia
<input type="radio"/> Colorado	<input type="radio"/> Kentucky	<input type="radio"/> Nevada	<input type="radio"/> Puerto Rico	<input type="radio"/> Wisconsin
<input type="radio"/> Connecticut	<input type="radio"/> Louisiana	<input type="radio"/> New Hampshire	<input type="radio"/> Rhode Island	<input type="radio"/> Wyoming
<input type="radio"/> Delaware	<input type="radio"/> Maine	<input type="radio"/> New Jersey	<input type="radio"/> South Carolina	
<input type="radio"/> District of Columbia	<input type="radio"/> Maryland	<input type="radio"/> New Mexico	<input type="radio"/> South Dakota	
<input type="radio"/> Georgia	<input type="radio"/> Michigan	<input type="radio"/> North Carolina	<input type="radio"/> Tennessee	

States Accepting Paper License Applications

There are currently no states accepting paper license applications.

Payment Method

Credit Card/Electronic Check Submission
 ** We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. **

I am actively working with a Sircon insurance carrier, agency or partner who is responsible for all or part of the transaction fee. I understand that I am responsible for paying any fees not paid for by the carrier/agency/partner.
 ** We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. **

I am actively working with a Sircon insurance carrier, agency or partner to obtain licensure. I understand that, by checking this box and entering a username/password below, my request will be sent to the carrier/agency/partner who will determine whether to process with the state.

The information on the following pages may include information provided from the National Insurance Producer Registry's Producer Database and may contain information subject to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#), and is available for viewing.

Cancel Continue

Complete the required information,
 Select **Texas**,
 Then Select **Continue**

Browser address bar: <https://uat.sircon.com/products/apply.jsp>

Page Title: License Applications | Sirco...

Firm Resident License Application

Not all license types are available in all states. If the license type that you seek is not listed, please contact the state directly and do not apply at this time. State contact information can be found here: [State Information Center](#)

License Information

State Texas

License Type

- Adjuster
- County Mutual Agency
- General Lines Agency
- Life Agency
- Life Agy Not Exceed \$25,000
- Limited Lines Agency
- Managing General Agency
- Pers Lines Prop and Cas Agency
- Pre-Need Agency
- Public Insurance Adjuster
- Risk Manager
- Specialty Insurance Agency

Previously licensed ? Yes No

Buttons: Cancel, Back, Continue

Navigation: Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat

Copyright © 1998-2022 Sircon Corp. | [Email Support](#) | 877-876-4430 | 1500 Abbot Rd Ste.100 | East Lansing, MI 48823

Select the **License type**,
Answer Previously
Licensed Question.
Then Select **Continue**

Select the **license type**, answer the **Previously Licensed question**, then select "**Continue**".

https://uat.sircon.com/products/apply.jsp

License Applications | Sirco...

File Edit View Favorites Tools Help

TDLnet Home Page (3) Full Events Calendar ERS TDLnet Home Page (2) Texas Government Po

Firm Resident License Application

Lines of authority that are currently held by the producer in the resident state will appear below, but they will not be selectable.

Qualification Information for State of Texas: Specialty Insurance Agency

Qualification Code

** At least one qualification must be selected.*

Credit Rental Car Company Travel

Portable Electronic Devices Self-Service Storage Facility

Cancel Back Continue

Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat

Copyright © 1998-2022 Sircon Corp. | [Email Support](#) | 877-876-4430 | 1500 Abbot Rd Ste.100 | East Lansing, MI 48823

Select the **Qualification Code**, Then Select **Continue**

Select the **Qualification Code**, then select "**Continue**".

Firm Resident License Application

Agency Information

FEIN#

Firm Name R FIRM

Alias Name

Incorporation Date * Required (mm-dd-YYYY)

Agency Type Code * Required

Domicile Country * Required

Affiliated with a Bank? * Required

Email Address * Required

Business Web Address

FINRA CRD Identifier

Fill out the required information

Agency Business Address

The Business address must be the physical business address at which business records of insurance transactions are maintained. DO NOT enter a P.O. Box address.

Line One * Required

Line Two

Line Three

City * Required

State

Postal Code * Required

Country * Required

Address and phone number information is required.

Agency Mailing Address

Mailing address will be used as the address of record with TDI. Texas requires the Mailing Address to be in the resident state.

Line One * Required

Line Two

Line Three

City * Required

State

Postal Code * Required

Country * Required

Agency Business Phone

Phone Number * Required

Extension

Agency FAX

Fax Number * Required

Browser address bar: <https://uat.sircon.com/ComplianceExpress/LicenseApp>

Firm Resident License Application

Owners and Officers

Please enter information into the sections below (at least one is required).

Identify all executive officers, directors, or partners who administer the applicant entity's operations in Texas and all individuals in control of the applicant entity's insurance operations. The social security number, date of birth, complete mailing address and fingerprint information must be provided for each individual listed. Additional information on those listed here must be forwarded to the state. See 'Additional State Requirements' for details.

Owner/Officer Type * Required

EIN/SSN * Required

Business Entity Name * Required

First Name * Required

Last Name * Required

Title * Required

Owner * Required

Percent Ownership

Birth Date (mm-dd-yyyy) * Required

Annotations:

- Blue box: "Add any Officers, Directors, and Owners" with an arrow pointing to the Owner/Officer Type dropdown.
- Blue box: "Select Continue" with an arrow pointing to the Continue button.

Footer: Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat
Copyright © 1998-2022 Sircon Corp. | [Email Support](#) | 877-876-4430 | 1500 Abbot Rd Ste.100 | East Lansing, MI 48823

Provide the information required for each **Officer, Director, and Owner** for the applicant entity.

Select "**Continue**".

Firm Resident License Application

Texas Special Insurance Agency License Questions

All questions are required unless otherwise specified

Please answer the following Texas Special Insurance Agency License Questions

Answer all questions

Question 1

Franchise Tax: Entities are not required to provide the department 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.tx.us or call 512-463-4865 or 1-800-252-1386.

I understand it is the entity's responsibility to contact the Texas Comptroller of Public Accounts to determine if it is a taxable entity and subject to Texas franchise tax.

- No
- Yes

Question 2

Will the applicant entity conduct the business under the specialty insurance license in a name other than the applicant entity's full legal name?

A copy of an assumed name certificate that has been filed with the County Clerk's office of the county in which the assumed name is utilized, or if a corporation, with Texas Secretary of State, must be attached to this application.

- No
- Yes

Question 2A

If "Yes", Enter the business or assumed name in the space below.

Browser window: <https://uat.sircon.com/products/apply.jsp>

License Applications | Sirco... x

File Edit View Favorites Tools Help

TDI TDI Inet Home Page (3) Full Events Calendar ERS TDI TDI Inet Home Page (2) Texas Government Power ...

Question 3

Does the applicant entity understand that if **additional business or assumed names** are used, a Texas Department of Insurance form **LDTL, FIN528** must be filed separately with the Department for each?

No
 Yes

Question 4

Are you fully aware that every office location where insurance sales will be conducted under the specialty insurance license except specialty credit, must prominently display and make readily available brochures or other written material that:

- summarize, clearly and correctly, the material terms of insurance coverage offered to consumers and identify the insurer;
- disclose that the policies offered may duplicate coverage already provided by a consumer's personal auto policy, homeowner's policy, personal liability policy or other coverage;
- state that, except as specifically provided by another law of this state or the United States, the purchase by the consumer of the kinds of insurance specified in **Texas Insurance Code, Chapter 4055** is not required to complete the associated consumer transaction; and
- describe the process for filing a claim should the coverage be purchased, and a claim arise?

No
 Yes

Question 5


All resident and nonresident corporations, limited liability companies, limited partnerships, and limited liability partnerships must provide evidence of authority to do business in the state of Texas by providing a copy of their Charter, Certificate of Authority, or registration that was obtained from the Texas Secretary of State's office. You may contact the Texas Secretary of State's office at www.sos.state.tx.us or call 512-463-5555.

All depository institutions (i.e. banks, credit unions, etc.) must provide a copy of the document issued by a federal or Texas state agency authorizing the entity to do business in Texas.

Will a copy of one of the documents listed above be attached to this application?

No
 Yes

Answer all questions



Browser window showing the URL: <https://uat.sircon.com/ComplianceExpress/ApplyForLicens>

Compliance Express™

File Edit View Favorites Tools Help

TDI TDI Home Page (3) Full Events Calendar ERS TDI TDI Home Page (2) Texas Government Power ...

Question 6

Are you fully aware that no individual may act under the license applied for herewith until that individual has successfully completed a training program approved by the Texas Department of Insurance as required by the [Texas Insurance Code, Chapter 4055.012](#)?

If this question is answered "No", the license will not be issued.

No
 Yes

Question 7

Please attach the required document once you submit the application.
A signed Appointment Certification ([FIN700](#)) form will be attached to this application.

No
 Yes

Cancel Back Continue

Answer all questions
Then select
"Continue"

Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat

Copyright © 1998-2022 Sircon Corp. | [Email Support](#) | 877-876-4430 | 1500 Abbot Rd Ste. 100 | East Lansing, MI 48823

Browser window showing the URL: <https://uat.sircon.com/ComplianceExpress/ApplyForLicense>

Firm Resident License Application

Uniform Background Questions - Agency

All questions are required unless otherwise specified

Please answer the following Uniform Background Questions - Agency

Please read the following very carefully and answer every question. All written statements submitted by the Applicant must include an original signature.

Question 1

NOTE: For Questions 1a, 1b, and 1c "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence or a fine.

If you answer yes to any of these questions, you must attach to this application:

- a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- a copy of the charging document,
- a copy of the official document which demonstrates the resolution of the charges or any final judgment.

Question 1A

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of a misdemeanor, had a judgment withheld or deferred or is the business entity or any owner, partner, officer or director of the business entity, or member or manager currently charged with, committing a misdemeanor?

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in juvenile court.)

No
 Yes

Answer all questions carefully.

Attach any required documentation to this application after you submit the application.

https://uat.sircon.com/ComplianceExpress/ApplyForLicense Search...
Compliance Express™
File Edit View Favorites Tools Help
Texas Government Power ... TDI Reports Application TDI TDI Home Page National Association of In...

Question 1B

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company ever been convicted of a felony, had judgment withheld or deferred, or is the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company currently charged with committing a felony?

You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court.)

No
 Yes

Question 1B1

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?

No
 Yes
 Not Applicable

Question 1B2

If so, was consent granted? (Attach copy of 1033 consent approved by home state.)

No
 Yes
 Not Applicable

Question 1C

Has the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company, ever been convicted of a military offense, had a judgment withheld or deferred, or is the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company, currently charged with committing a military offense?

No
 Yes

Answer all questions
carefully.

Attach any required
documentation to this
application after you
submit the application.

https://uat.sircon.com/ComplianceExpress/ApplyForLicense Search...
Compliance Express™
File Edit View Favorites Tools Help
Texas Government Power ... TDI Reports Application TDI TDI Net Home Page National Association of In...

Question 2

Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, ever been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license, or registration?

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation, sanctioned or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license or registration. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license, all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

No
 Yes

Question 3

Has any demand been made or judgment rendered against the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Do not include personal bankruptcies, unless they involve funds held on behalf of others.

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment.

No
 Yes

Answer all questions
carefully.

Attach any required
documentation to this
application after you
submit the application.

Question 4

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement?

If you answer yes, identify the jurisdiction(s):

- No
- Yes

Comment

Question 5

Is the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, a party to, or ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident,
- b) a copy of the Petition, Complaint or other document that commenced the lawsuit arbitrations, or mediation proceedings and
- c) a copy of the official documents which demonstrates the resolution of the charges or any final judgment.

- No
- Yes

Question 6

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct?

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) copies of all relevant documents.

- No
- Yes

Answer all questions carefully.
Attach any required documentation to this application after you submit the application.

Select Continue

https://uat.sircon.com/ComplianceExpress/LicenseApplicati Search...
Compliance Express™
File Edit View Favorites Tools Help Convert Select
TDI TDI Home Page (3) Full Events Calendar ERS TDI TDI Home Page (2) Texas Government Power ...

Firm Resident License Application

Attestation Information for State of Texas: Specialty Insurance Agency

On behalf of the business entity or limited liability company, the undersigned owner, partner, officer, director of the business entity, or member or manager of a limited liability company, hereby certifies, under penalty of perjury, that:

All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license or registration revocation and may subject me and the business entity or limited liability company to civil or criminal penalties.

Unless provided otherwise by law or regulation of the jurisdiction, the business entity or limited liability company hereby designates the Commissioner, Director, Superintendent of Insurance, or an appropriate representative in each jurisdiction for which this application is made to be its agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner or Director of that jurisdiction is of the same legal force and validity as personal service upon the business entity.

The business entity or limited liability company grants permission to the Commissioner or Director of Insurance in each jurisdiction for which this application is made to verify any information supplied with any federal, state or local government agency, current or former employer or insurance company.

Every owner, partner, officer or director of the business entity, or member or manager of a limited liability company, either a) does not have a current child-support obligation, or b) has a child-support obligation and is currently in compliance with that obligation.

I authorize the jurisdictions to which this application is made to give any information they may have concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.

I acknowledge that I understand and comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure/registration.

I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of any documents attached to this application or requested by the jurisdiction(s).

I acknowledge that I am fully aware that no individual may act under the license applied for herewith until that individual has successfully completed a **training program approved** by the Texas Department of Insurance as required by the [Texas Insurance Code, Chapter 4055.012](#).

I will attach the Appointment Certification form (**FIN700**) to this application signed by the appointing insurer authorized to transact insurance business in the state of Texas.

I Agree* *Required*

Cancel Back Continue

Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat
Copyright © 1998-2022 Sircon Corp. | [Email Support](#) | 877-876-4430 | 1500 Abbot Rd Ste.100 | East Lansing, MI 48823

Read **Attestation**
carefully,
Select Agree

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

Browser: https://uat.sircon.com/ComplianceExpress/LicenseApplicati

Firm Resident License Application

License Application Summary

State to Apply Texas
 Firm Name MIKES FIRM
[Review License Application](#)

Electronic Applications

Dest. State	License Type	Qualification Type	Total State Fee
Texas	Specialty Insurance Agency	Credit	\$50.00
State Fee Total			\$50.00
Sircon Service Fee			\$8.55

Fee Summary

Electronic Applications State Fee Total	\$50.00
Sircon Service Fee Total	\$8.55
Processing Fee Total	\$2.63
Total	\$61.18

Note: The above amount will not be charged to your credit card until you complete the payment process. Click the Submit button to proceed with the payment process.

I understand that all license application fees are non-refundable.
[Click here to view additional state requirements](#)

I would like to receive email notifications concerning state insurance deadlines, renewal notices, new electronic services and related issues.

Please send email notifications to:

Buttons: Cancel, Back, Submit

Footer: Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat
 Copyright © 1998-2022 Sircon Corp. | Email Support | 877-876-4430 | 1500 Abbot Rd Ste.100 | East Lansing, MI 48823

Review complete application.
 Also, Review **ASR** document carefully **before** submitting the application.

Must be checked

Supply / Verify email address

Select Submit

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

Firm Resident License Application

License Application Additional State Requirements

Texas - Specialty Insurance Agency

- **Before Submitting Your Application Verify the License Type/Qualification is the correct License Type/Qualification.**
- **To ensure proper processing of application, please note the following:**
 - Enter all data for the application in CAPS 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.
- All required attachments including documentation required in response to a **"Yes"** answer on a background question 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 will be 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 give context 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 to the number listed below or mail to:
- **Texas Department of Insurance**
Agents Licensing Division - MC-CO-AAL
PO Box 12030,
Austin, TX 78711-2030
Phone: (512) 676-6500
Fax: (512) 490-1052
- **Additional Information:**
- **Verify you have attached the Appointment Certification form (FIN700)** to this application signed by the agent/insurer authorized to transact insurance business in the state of Texas. The form is located: <http://www.tdi.texas.gov/forms/form11apps.html>.
- **Verify that a training program** approved by the Texas Department of Insurance has been completed for the insurance authorized under this **Specialty** license.
- **Every office location** where insurance sales will be conducted under the specialty insurance license must prominently display and make readily available brochures or other written material that:
 - summarize, clearly and correctly, the material terms of insurance coverage offered to consumers and identify the insurer;
 - disclose that the policies offered may duplicate coverage already provided by a consumer's personal auto policy, homeowner's policy, personal liability policy or other coverage;
 - state that, except as specifically provided by another law of this state or the United States, the purchase by the consumer of the kinds of insurance specified in [Texas Insurance Code, Chapter 4055](#) is not required to complete the associated consumer transaction; and
 - describe the process for filing a claim should the coverage be purchased, and a claim arise?
- For each **Entity** listed in response to the Owners:
 - Provide an attachment detailing the name and address of all individuals and entities that have control 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. This attachment may be in the form of an organization chart.
 - Submit the **Mailing Address** of each 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 non-resident 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. Resident entities may be required to register with the Texas Secretary of State. You may contact the Texas Secretary of State's office at www.sos.state.tx.us 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.

Review **ASR**
document
carefully.

Select close once
read.

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.tx.us or call 512-463-4865 or 1-800-252-1386.
- 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 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.
- 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 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 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.

Attach Supporting Documents

License Applications

You may attach files to the license applications below.

State	License Number	License Type	Date Submitted	Status
TX	[REDACTED]	[REDACTED]	05-11-2020	Submitted

Attachments

- Use the fields below to locate and describe documents to attach to your license application requests.
- Clearly identify why you are attaching the document in the Document Description field.
- Note that the attachments you provide will only be sent to the specific states listed above.
- Please see the FAQs below for more information.

Select a Document Document Description

Frequently Asked Questions

- How do I know what documents to attach for each state?
- What if I don't have the documentation right now, or I don't have an electronic copy?
- Why can't I attach documents to other license applications?
- Are my documents secure when I attach them?
- What if I do not see my license listed above?

Choose a file to **attach** to your submission, attach the file, provide a Document Description, then click submit

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