


## Agency address change request form

You must fill out and send us this document within 30 days of an official change to an agency's address. This form must also be signed by an officer or partner.  FIN528 must be filled out for an agency name change.

**Name of agency:** \_\_\_\_\_

**TDI license number:** \_\_\_\_\_

**Current resident state:** \_\_\_\_\_

► **Fill out all parts of this section if your address or phone number changed:**

**Mailing address**

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

 Attach a copy of a Letter of Certification if changing your resident state.

**Business address**

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Phone number**

Business (\_\_\_\_\_) \_\_\_\_\_

**Contact person**

Name \_\_\_\_\_ Email \_\_\_\_\_

► **Sign here:**

The answers I gave on this form are true and correct:

\_\_\_\_\_  
Officer or partner signature Date

\_\_\_\_\_  
Print name

**► Contact us if you have questions:**

You can: (1) email [License@tdi.texas.gov](mailto:License@tdi.texas.gov), or (2) call 512-676-6500.

**Your rights:** You can request information we have about you by emailing [OpenRecords@tdi.texas.gov](mailto:OpenRecords@tdi.texas.gov) or writing to: Public Information Coordinator, Texas Department of Insurance, PO Box 12030 (mail code GC-ORO) Austin, Texas 78711-2030. You also have the right to ask that we fix information we have about you that is wrong. To ask for a correction, send (1) your name, mailing address, and your phone number, (2) details about what needs to be fixed, and (3) the reason or proof showing why the information is wrong. Send this by email to [RecordCorrections@tdi.texas.gov](mailto:RecordCorrections@tdi.texas.gov) or by mail to: Record Correction Request, Texas Department of Insurance, PO Box 12030 (mail code CO-AAL-CC), Austin, Texas 78711-2030.