

For Non-Resident applications qualifying by Reciprocity

<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. Below the navigation is a hero section with the headline "Complete. Connected. Compliant." and 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 are six orange buttons: "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". A blue callout bubble with the word "SELECT" inside points to the "Apply for a License" button. Below the buttons is a text block: "Insurance is all about relationships, and compliance is no exception. Sircon connects all of the compliance stakeholders together so that everyone knows who is authorized to sell." At the bottom, there is a form with the text "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

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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

Select **"New Adjuster License"**

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

Page Title: License Applications | Sirco...

Navigation: File Edit View Favorites Tools Help

Info: 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](#)

Are you an individual or a firm?	<input type="radio"/> Individual	<input checked="" type="radio"/> Firm
Are you licensed as an adjuster in your resident state?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

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

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

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A diagram with two blue ovals. The first oval contains the word "SELECT" and has an arrow pointing to the "Firm" radio button. The second oval contains the word "THEN" and has an arrow pointing to the "Yes" radio button. A third arrow points from the "Continue" button to the "Continue" button.

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

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

Page Title: License Applications | Sirco...

Navigation: File Edit View Favorites Tools Help

Page Content:

Firm Non-Resident License Application

Resident State ** Required [I do not have a resident license](#)*

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada

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Select your State of Residency

Select your **State of Residency**.

Firm Non-Resident License Application

Resident State * Required [I do not have a resident license](#)
EIN * Required
Resident License Number * Required
Agency Type * Required
Preparer Applicant Authorized Submitter * Required

Complete the information required

States

Some states will accept license applications submitted electronically, while other states will accept only paper applications. If you are applying to a state or states accepting electronic applications, Sircon will collect your information and submit your application electronically. For paper only states, you must print paper copies of the forms and mail them to the appropriate state offices.

Show states accepting electronic applications Show all states

Not all license types are available in all states. Click on a state name below to view the license types available in that state. If the type you seek is not available, do not continue for that state. Instead you will need to contact the state to find out their requirements for application.

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 <https://oci.georgia.gov/citizenship-affidavit>.

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>)

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

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Illinois | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Indiana | <input type="checkbox"/> Nevada | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Iowa | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Kansas | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> California | <input type="checkbox"/> Kentucky | <input type="checkbox"/> New Mexico | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Louisiana | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Maine | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Maryland | <input type="checkbox"/> Ohio | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Michigan | <input type="checkbox"/> Oklahoma | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Oregon | <input type="checkbox"/> Wisconsin |

Then Select Texas

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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

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Complete the information required, select "Texas", then select "Continue".

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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

Select State License Type	Previously licensed?
Texas You must forward Attachments to the state before this agency application will be reviewed by the state. Click on "Additional State Requirements" link below for details. General Lines Agency includes two qualifications: LAH and P&C. Life Agency is limited to Life and Annuity. It does not include authority for Accident and Health. The General Lines Agency authorizes an agency for Life, Accident and Health. Personal Lines Property and Casualty Agency does not include authority for Commercial. General Lines Agency is required for Commercial. Verify the License Type/Qualification is the correct License Type/Qualification.	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Adjuster	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Limited Lines Agency	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Managing General Agency	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Public Insurance Adjuster	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Surplus Lines Agency	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Click here to view state requirements](#)

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

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

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Agency Information

Sole Proprietorship business entities are not accepted electronically at this time.

FEIN * Required

Firm Name * Required

Alias Name

Incorporation Date MM-DD-YYYY * Required (mm-dd-yyyy)

License Number * Required

Agency Type Code Corporation

Domicile Country * Required

Affiliated with a Bank? * Required

Email Address * Required

Business Web Address

FINRA CRD Identifier

Agency Business Address

Line One * Required

Line Two

Line Three

City * Required

State

Postal Code * Required

Country * Required

Agency Mailing Address

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

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Verify the information provide, complete any additional required information

Verify the Address information, and provide any additional required information.

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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.

Type * Required

EIN/SSN * Required

Agency Name

First Name

Last Name

Title * Required

Owner * Required

Percent Ownership

Birth Date (mm-dd-yyyy)

Type * Required

EIN/SSN * Required

Agency Name

First Name

Last Name

Title * Required

Add any Officers,
Directors, and
Owners

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.

Browser window showing the Sircon website (https://www.sircon.com/products/apply.jsp) with a search bar and navigation menu. The page displays a form for adding owners and officers, with fields for Type, EIN/SSN, Agency Name, First Name, Last Name, Title, Owner, Percent Ownership, and Birth Date. A blue callout box labeled "Select Continue" points to the "Continue" button at the bottom of the form.

Browser window showing the Sircon website (https://www.sircon.com/products/apply.jsp) with a search bar and navigation menu. The page displays a form for adding owners and officers, with fields for Type, EIN/SSN, Agency Name, First Name, Last Name, Title, Owner, Percent Ownership, and Birth Date. A blue callout box labeled "Select Continue" points to the "Continue" button at the bottom of the form.

Select "Continue".

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Designated/Responsible Licensed Producers

Please provide the affiliation information for your Designated/Responsible Licensed Producers (DRLP) as required by the state below.

* = Required Field

Texas

- The list of DRLPs must match the list of owners, partners, officers and directors. The DRLPs' Texas licenses must cumulatively cover the qualifications on the business entity application.
- Adjuster License: At least 1 Designated/Responsible Licensed Producer(s) must be provided.

Designated/Responsible Licensed Producers

[Copy From...](#)

SSN	<input type="text" value="null"/>	*
Last Name	<input type="text" value="null"/>	*
First Name	<input type="text" value="null"/>	*
NPN	<input type="text" value="null"/>	

[+ Add another Texas DRLP](#)

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Add the Designated Responsible Public Insurance Adjuster

This person must be licensed Texas Public Insurance Adjuster.

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"**.

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Texas Non-Resident Public Insurance Adjuster Agency Questions

All questions are required unless otherwise specified

Please answer the following Texas Non-Resident Public Insurance Adjuster Agency Questions

Answer all Questions

Question 1

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 or the Entity will be using the **TDI form FIN535** once licensed.

Select how the contract requirement will be satisfied?

- A. A copy of the Entity's contract to be used by the Entity applying with this application.
- B. The Entity applying with this application will be using the **TDI form FIN535** once licensed.

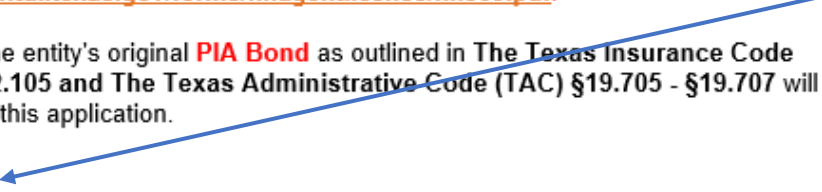
Question 2

Each PIA license 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 (FIN509) available at:
<https://www.tdi.texas.gov/forms/finagentlicense/fin509.pdf>.

A copy of the entity's original **PIA Bond** as outlined in The Texas Insurance Code (TIC) §4102.105 and The Texas Administrative Code (TAC) §19.705 - §19.707 will be attached to this application.

- No
- Yes

Question **MUST** be answered **Yes** to continue.



This State Specific Question must be answered "Yes" to continue. Select "Continue".

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

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Question 3

Agent for Service of Process - All nonresident applicants for a PIA license must provide the name and address of their agent for service of process in the state of Texas as required in TIC §4102.107.

Enter the name of Texas Agent for Service of Process:

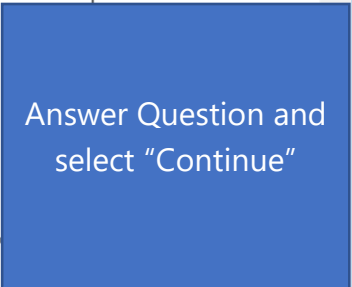
Question 3A

Enter the Texas full address of the Agent for Service of Process: (including City, State, and Zip Code)

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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) a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) 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.

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 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.

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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, compliance order, placed on probation, sanctioned or surrendering a license to res... 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 applic... denied or the act of withdrawing an application to avoid a denial. You may EXCLU... terminations due solely to noncompliance with continuing education requirements... 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

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

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

Select Continue

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Firm Non-Resident License Application

Attestation Information for State of Texas

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 certify that the Designated Responsible Licensed Person named on this application understands that he/she is responsible for the business entity's compliance with the insurance laws, rules and regulation of the State.

I will attach the following documents to this application:

- A copy of the entity's original **PIA Bond** as outlined in **The Texas Insurance Code(TIC) §4102.105.**
- A copy of the **entity's contract** form 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

or

I have verified through the application Question, (State Specific Questions) that the entity will be using the **TDI form FIN535** once licensed.

I Agree* *Required*

Cancel Back Continue

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Read **Attestation** carefully,
Select Agree

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

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

Firm Non-Resident License Application

License Application Summary

Resident State: California
 Firm Name: [REDACTED]
 Resident License Number: [REDACTED]
[Review License Application](#)

Electronic Applications

Dest. State	License Type	Qualification Type	Total State Fee
Texas	Public Insurance Adjuster		\$50.00
State Fee Total			\$50.00
Sircon Service Fee			\$12.50

Fee Summary

Electronic Applications State Fee Total	\$50.00
Sircon Service Fee Total	\$12.50
Processing Fee Total	\$2.79
Total	\$65.29

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:

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 Non-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 operations in Texas and all individuals in control of 10 percent or more of the entity's voting stock.
 3. 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

or

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 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 along with a cover letter to the number listed below or 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.

- 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.tx.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.

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 No file chosen

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.