



PO Box 149104 | Austin, TX 78714 | 1-800-578-4677 | tdi.texas.gov

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, or (2) call 512-676-6500.

► **Know your rights:**

You have the right to see and get facts we have about you: You must ask us in writing. You might need to pay to get a copy of this information. You can send your letter or email one of these ways:

Email: OpenRecords@tdi.texas.gov

Fax: 512-490-1021

In person: 333 Guadalupe, Austin, Texas 78701

Mail: Texas Department of Insurance
Public Information Coordinator
PO Box 149104 (Mail code 110-1C)
Austin, Texas 78714-9104

You have the right to ask that we fix information we have about you that is wrong: You must ask us in writing. The letter or email must have: (1) your name and mailing address, (2) your phone number, (3) details about what needs to be fixed, and (4) the reason or proof showing why the information is wrong. You can send your letter or email one of these ways:

Email: RecordCorrections@tdi.texas.gov

Fax: 512-490-1025

In person: 333 Guadalupe, Austin, Texas 78701

Mail: Texas Department of Insurance
Record Correction Request
PO Box 149104 (Mail code 113-1C)
Austin, Texas 78714-9104