



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

Escrow officer license renewal application

To renew your license, you must:

- Meet the continuing education requirements under Procedural Rule P-28.III.A of the Title Insurance Basic Manual (www.tdi.texas.gov/title/titleman.html).
- Send \$35. If this form is not sent by the current license expiration date, you also must send an additional late fee of \$17.50. (TDI does not give refunds or allow fee transfers).

► Answer the following questions:

TDI license number _____

Name as listed on your license

First name	Middle name	Last name	Suffix
_____	_____	_____	_____

Phone _____

Email _____

- 📎 If your name or address changed:** Send the Escrow officer name or address change request (Form FINT01). You can find this form at www.tdi.texas.gov/forms/form11title.html.

Information about any offense filed against you

When answering the following question: (1) include any charge filed against you in Texas, any other state, or by the federal government; and (2) do not include traffic violations and first offense DWI (driving while intoxicated or under the influence).

Since getting your license or since the last renewal:

- Have you been charged with a misdemeanor or felony? Yes No
- Do you have any pending misdemeanor or felony charges (by indictment, information, or any other instrument)? Yes No

- 📎 If you answered "Yes":** Attach a certified copy of: (a) the indictment or charging document, (b) conviction, (c) order deferring adjudication, and/or (d) judgment and conditions of probation from the appropriate jurisdiction. This is needed for each crime or offense.

You also can send letters of recommendation and a resume with these attachments.

Title insurance continuing education

- Have you completed the required number of continuing education credit hours? Yes No
- If you answered "No," has TDI approved an extension or exemption? Yes No

▶ **Sign here:**

I confirm that I have reported to TDI any required criminal history, and that the answers I gave on this form are true and correct:

Applicant's signature

Date

▶ **To be filled out by a notary public:**

State of _____

County of _____

Before me, notary public, on this day personally appeared _____,
Applicant's name

known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Personalized seal)

Notary public's signature

▶ **Return this form and any attachments one of these ways:**

Mail:

Texas Department of Insurance
Title Licensing (Mail code 107-TL)
PO Box 149104
Austin, Texas 78714-9104

Overnight mail or in person:

Texas Department of Insurance
Title Licensing (Mail code 107-TL)
333 Guadalupe
Austin, Texas 78701

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

You can: (1) use our online question form at www.tdi.texas.gov/agent/question.html,
(2) email TDI-TitleLicensing@tdi.texas.gov, (3) or call 512-676-6500.

► **Know your rights:**

You have the right to see and get facts we have about you: If you want to get information 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: If you want 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