



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

Title insurance agent or direct operation appointment

Use this form to:

- Register counties of operation for a new appointment or direct operation.
- Add counties of operation to an existing appointment or direct operation.
- Remove counties of operation from an existing appointment or direct operation.
- End a title insurance agent or direct operation appointment.

► Answer the following questions:

Title insurance company

Company name _____

Company TDI license number _____

Title insurance agent or direct operation (if applicable)

Name _____

TDI license number (if they have one) _____

Firm ID number (if they have one) _____

The contact for this form

Contact name _____

Contact email _____

Contact phone number _____

► **Fill out this section to register counties of operation for a new appointment or direct operation**

- **If this is for a new appointment:** List all counties where the title insurance agent or direct operation may act for the title insurance company.
- **If this is for a new direct operation:** List all counties where the direct operation will write, sign, or deliver title insurance for the title insurance company.

List counties of operation you want to register for the new appointment or direction operation. If more space is needed, attach another page.

You might have to pay a fee: If this is not for (1) a title insurance agent's first appointment, or (2) a direct operation's original registration with an Application for title insurance agent or direct operation license (Form FINT143), you must send \$16 to the Texas Department of Insurance. TDI does not give refunds or allow fee transfers.

► **Fill out this section to add counties of operation to an existing appointment or direct operation**

- **If this is for an existing appointment:** List new counties where the title insurance agent or direct operation can act for the title insurance company.
- **If this is for an existing direct operation:** List new counties where the direct operation will write, sign, or deliver title insurance for the title insurance company.

List counties of operation you want to add to the existing appointment or direct operation. If more space is needed, attach another page.

► **Fill out this section to remove counties of operation from an existing appointment or direct operation**

- **If this is for an existing appointment:** List all counties where the title insurance agent or direct operation may no longer act for the title insurance company.
- **If this is for an existing direct operation:** List all counties where the direct operation will no longer write, sign, or deliver title insurance for the title insurance company.

List counties of operation you want to remove from the existing appointment or direct operation. If more space is needed, attach another page.

► **Fill out this section to end an appointment**

The title insurance agent or direct operation's appointment will end on _____
Date

Is this appointment ending for cause such as a misrepresentation or misappropriation? Yes No

 If you answered "Yes," attach a statement with details.

An appointed title insurance agent must follow Administrative Rule D-1 of the Title Insurance Basic Manual (www.tdi.texas.gov/title/titleman.html) if:

- A title insurance company is the only underwriter for the title insurance agent when the appointment ends.
- and
- The title insurance agent is not seeking an appointment by another title insurance company.

► **As the contact for this form, I confirm that:**

- This form was filled out by a representative of the title insurance company.
- I am authorized to sign for the title insurance company.
- The title insurance agent or direct operation has a current Schedule D. (See Procedural Rule P-21 of the Title Insurance Basic Manual, www.tdi.texas.gov/title/titleman.html.)
- The title insurance agent or direct operation has a contract with the title insurance company, if applicable.
- The title insurance agent or direct operation has:
 - An abstract plant that meets the requirements of Procedural Rule P-12 of the Title Insurance Basic Manual (www.tdi.texas.gov/title/titleman.html) and Texas Insurance Code 2501.004.
 - or
 - A subscription agreement for each county in which the title insurance agent or direct operation is appointed to transact business for the title insurance company.

► **Sign here:**

I confirm that all statements, supporting forms, schedules, documents, and exhibits given for this license are true and correct.

Contact's signature

Date

**** You must get a notary public signature on this form. See next page. ****

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

State of _____

County of _____

Before me, notary public, on this day personally appeared _____,
Contact'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, or (3) call 512-676-6475.

► **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