TEXAS DEPARTMENT OF INSURANCE
Financial Regulation Division - Agent and Adjuster Title Licensing (107-TL)
333 Guadalupe, Austin, Texas 78701 ✯ PO Box 149104, Austin, Texas 78714-9104
(512) 676-6475 | (866) 554-4926 | TDI.texas.gov | @TexasTDI

APPLICATION FOR TEXAS ESCROW OFFICER'S LICENSE

ACTING AS AN ESCROW OFFICER BEFORE YOUR LICENSE IS ISSUED IS A VIOLATION OF §2652.001 AND IS SUBJECT TO DISCIPLINARY ACTION INCLUDING FINES, LICENSE DENIAL, AND REVOCATION (see Title Bulletin No 164)

INSTRUCTIONS

1. Applicant (and employer attorney if applicable) must complete Section A.
2. Sponsoring title agent/direct operation must complete Section B.
3. Licensing fee of **$35.00** must be submitted.
4. Original Texas escrow officer's schedule bond must be attached, bond rider must include Applicant's full legal name and aggregate amount.
5. Fingerprints and criminal history information – see instructions starting on page 5.

TDI USE ONLY	FP RECEIPT
Firm ID: _____	LIC No: _____
Indv. ID: _____	Exp. Date: _____
Issue Date: _____	Bond: _____
Invoice No: _____	

SECTION A – ESCROW OFFICER IDENTIFICATION

1. Name in full: Last _____ First _____ Middle _____
   (no initials accepted) **(no initials accepted)**
2. Escrow Officer Mailing Address (**Required**): _____
   City: _____ State: _____ Zip Code: _____
3. Escrow Officer Residential Address: _____
   Physical home address where you reside
   City: _____ State: _____ Zip Code: _____ Phone Number: _____
4. Business Physical Address (**Required**): _____
   City: _____ State: _____ Zip Code: _____
5. Contact E-mail Address (**Required**): _____
   Do you give TDI Affirmative consent to release the email address listed directly above with any other parties listed on this application? ☐ Yes ☐ No
6. Social Security Number: _____
7. Texas Resident?: ☐ Yes ☐ No
8. Date of Birth: _____
9. Driver's License #: _____ State _____
   If you answer "Yes" to question 10a, 10b, 10c and/or 10d, you must submit original CERTIFIED copies of the indictment or charging document, conviction, order deferring adjudication, judgment and conditions of probation from the appropriate jurisdiction, for each and every crime or offense. You may also include letters of recommendation and resume on your behalf. Please provide full information with dates and details on a separate sheet of paper. Application processing will be suspended until the details are received and a review is completed.
   Have certified documents been previously submitted? ☐ Yes ☐ No
10. Excluding traffic violations and first offense DWI:
    a. Do you currently have any pending misdemeanor or felony charges (by indictment, information, or any other instrument) filed against you in Texas, any other state or by the federal government? ☐ Yes ☐ No
    b. Have you ever been convicted of any misdemeanor or felony offense in Texas, any other state, or by the federal government? ☐ Yes ☐ No
    c. Have you ever had adjudication deferred on any misdemeanor or felony charge or offense in Texas, any other state, or by the federal government? ☐ Yes ☐ No
    d. Have you ever served any period of probation for any misdemeanor or felony offense in Texas, any other state, or by the federal government? ☐ Yes ☐ No

NOTE: IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS 10 THROUGH 17, YOU MUST ATTACH A PERSONAL STATEMENT WITH DATES AND COMPLETE DETAILS. APPLICATION PROCESSING WILL BE SUSPENDED UNTIL THE DETAILS ARE RECEIVED AND A REVIEW IS COMPLETED.

11. Have you ever had a professional license, an insurance license or company appointment refused, suspended or revoked in Texas or any other state? ☐ Yes ☐ No
12. Are you now indebted to a special deputy receiver of the Texas Department of Insurance, any other insurance company, general agent or agent? ☐ Yes ☐ No
13. Have you ever had an agency contract canceled for cause, (e.g., misrepresentation, misappropriation, etc.)? ☐ Yes ☐ No
14. Have you ever been placed under injunction or restraining order of a court or regulatory agency in respect to violation of any federal or state law relating to insurance or securities? ☐ Yes ☐ No
15. Do you now have pending litigation against you alleging violation of the Texas Insurance Code or the insurance laws of any other state? ☐ Yes ☐ No
16. Have you ever held ownership interest in any insurance agency or company? ☐ Yes ☐ No
17. Do you have any judgments against you held by any insurance company or insured which are unpaid in whole or in part? ☐ Yes ☐ No
18. Do you have any judgments against you which involved violation of the Texas Insurance Code or the insurance laws of any other state? ☐ Yes ☐ No
19. Do you have another business name or alias? ☐ Yes ☐ No
    If "Yes", indicate business name or alias here: _____
20. Have you ever held a professional license, insurance license or company appointment under any other name? ☐ Yes ☐ No
    If "Yes" indicate other name(s) here: _____
21. Do you currently hold an escrow officer license? ☐ Yes ☐ No
    If you are a bona fide employee of a separate title insurance agents/direct operations, you may be required to provide supporting documentation (see Title Bulletin No 162).
22. Check applicable status of employment for this application:
    (This information must be reflected in your response to question 23)

    ☐ I am a bona fide employee working directly for the title agency/direct operation

    ☐ I am an attorney

    ☐ I am a bona fide employee of an attorney who is a Texas licensed escrow officer with the appointing title agent.

    EMPLOYER ATTORNEY MUST COMPLETE THE FOLLOWING, ONLY IF APPLICANT CHECKED THE THIRD BOX ABOVE.

    _____ Individual ID No: _____
    Printed Full Legal Name of attorney licensed as escrow officer

    _____
    Signature of attorney (by signing attorney confirms escrow officer applicant's status of employment

    Sworn to and subscribed before me on _____to certify which witness my hand and seal of office.

    (Notary Seal)

    _____
    Notary Public's Signature

23. Give complete details of **all** employment, including the attorney firm name question from #22 or **appointing title agent from page 4;** and all periods of self-employment, or unemployment during the last (5) years.

Start Date/End Date	Employer Name	Employer Address (Street, City, State Zip)	Title/Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

24. County(s) in which you intend to act as an escrow officer: _____
(Must be a county(s) in which the Title Agent is licensed/IF MORE THAN 4 COUNTIES, PLEASE ATTACH A SEPARATE PAGE)

25. Give the name, street address and phone number of three (3) business or professional references from the community where you have resided for the last five years.

Name	Address (Street, City, State & Zip)	Phone	Type of Business
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

26. Do you understand you are not to act as an escrow officer until (1) the title agent/direct operation appointing you has actually received your license or has been notified by the Texas Department of Insurance that your license has been issued; or (2) you have been notified by the Texas Department of Insurance that your license has been issued? ☐ Yes ☐ No

27. Have you personally answered and understood each question pertaining to you on this application?

_____ ☐ Yes ☐ No
Print or Type Name

CERTIFICATION

THE STATE OF _____

THE COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the affiant, who, after being placed on his/her oath, stated that he/she has read the preceding form and that the answers, exhibits and attachments forming it are true and correct as to any factual statements contained therein.

_____
Signature of Affiant

(NOTARY SEAL)

Sworn to and subscribed before me on _____ to certify which witness my hand and seal of office.

_____
Notary Public's Signature

NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.4 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's General Counsel Division at (512) 676-6551 or visit the Corrections Procedure section of TDI's website at www.tdi.texas.gov.

SECTION B – TITLE AGENT IDENTIFICATION AND CERTIFICATION

Notice of Appointment of Escrow Officer by Title Insurance Agent/Direct Operation

This notice of appointment of (Escrow Officer) _____ is for a license to act as an escrow officer for the Title Insurance Agent/Direct Operation identified below. If and when the appointment is terminated or canceled, the Texas Department of Insurance will be properly notified.

The applicant is known to this Agent/Direct Operation to have a good business reputation, is worthy of the public trust, has reasonable experience or instruction in the field of title insurance and is qualified as an escrow officer as defined in the "Texas Title Insurance Act". I know of no fact or condition which would disqualify such applicant from receiving a license.

Appointing Title Insurance Agent/Direct Operation confirms applicant's status of employment indicated in **Section A, #22** of this application.

Appointing Title Insurance Agent/Direct Operation confirms applicant's county(s) of operation as indicated in **Section A, #24** of this application.

Appointing Title Insurance Agent/Direct Operation confirms it will not allow the applicant to act as an escrow officer until the Title Insurance Escrow Officer License has been issued by the Texas Department of Insurance.

Appointing Title Insurance Agent's/Direct Operation's License #: _____ Firm ID#: _____

_____	_____	_____
Title Agent/Direct Operation Contact Person for Application	**Contact Person's E-mail Address (Required) Do you give TDI Affirmative consent to release the email address listed directly above with any other parties listed on this application?** ☐ **Yes** ☐ **No**	**Contact Person's Phone Number (Required)**

_____	_____	_____
Title Agency Name (DBA not required, if any)	**Primary Mailing Address (P.O. Box/Street of the Main Title Agency Office)**	**City, State & Zip Code**

_____	_____
Full Name of Appointing Official with Title Agent/Direct Operation	**Active Title of Appointing Official on file with TDI**

Reminder: Securing the issuance of this license based upon a false, fictitious, or fraudulent statement or entry with regard to any material fact is subject to both disciplinary action and criminal prosecution.

CERTIFICATION

THE STATE OF _____

THE COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared (Name of Appointing Official Above) _____ known to me to be the affiant, who, after being placed on his/her oath, stated that he/she has read the preceding form and that the answers, exhibits and attachments forming it are true and correct as to any factual statements contained therein.

_____
Signature of Affiant

Sworn to and subscribed before me on _____ to certify which witness my hand and seal of office.

(Notary Seal)

_____
Notary Public's Signature

Regular Mailing and Overnight Address
Texas Department of Insurance
Title Licensing Program, MC 107-TL
333 Guadalupe Street
Austin, Texas 78701

ESCROW OFFICER APPLICATION ADDENDUM REGARDING FINGERPRINT PROCESSING AND PAPER FINGERPRINT CARDS

Who Must Submit Fingerprints

- Applicants who have not provided the Department a complete, legible fingerprint card as part of an Insurance Code Chapter 2651 Subchapter A or Chapter 2652 submission on or after 01/01/2001; **OR**
- Applicants who have not held a Texas escrow officer license in good standing within 60 days from the date the application is postmarked.

The Texas Department of Insurance strongly encourages all resident applicants to utilize electronic fingerprinting through approved vendors. Electronic fingerprinting is fast and accurate, and in most cases will avoid potential delays in the processing of your submission.

ELECTRONIC FINGERPRINTING PROCESS

Electronic Fingerprinting is fast and accurate, and in most cases will avoid potential delays in the processing of applications.

For detailed information about fee requirements and about **Fingerprint Requirements and Instructions**, please click on the link here or visit:
http://www.tdi.texas.gov/licensing/agent/documents/fpinstructions.pdf

DO NOT THROW AWAY THE RECEIPT!