



## INSTRUCTIONS FOR ALL TITLE LICENSE RENEWALS

### RENEWAL FEE -- \$35.00 EACH RENEWAL

Dear Title Agent:

Please see the following instructions when renewing a Title Agency, Direct Operation and/or an Escrow officer license.

**The renewals should be completed and returned to this Department with the \$35.00 renewal fee (for each license renewal) no later than the first day of the month that they expire.**

### **\*\*\*\*IMPORTANT – CERTIFICATES OF CONTINUING EDUCATION FOR ALL ESCROW OFFICERS & INDIVIDUALS REQUIRING CONTINUING EDUCATION\*\*\*\***

Continuing education requirements must be completed by the renewal date. If continuing education requirements are not met by the renewal date, the license cannot be renewed. **The 90-day late renewal filing period cannot be used to complete continuing education requirements.**

You are required to **attach copies of individual continuing education completion certificates**, as a part of the renewal application form for **each Escrow Officer or individual** that is designated for CE Audit, on renewal notification or in the email. Individual continuing education certificates must be retained in the escrow officers' files for a period of four (4) years. Questions regarding continuing education course approval should be directed to Sherry Richburg or Kyle Howard.

It is **necessary** to submit the Texas Comptroller of Public Accounts showing the account status of the title agency/direct operation.

**Any escrow officer license not being renewed has the following requirement:** The original escrow license must be returned with the renewal package and the **original updated bond rider** removing them from the Escrow Schedule Bond must be included and a letter of notification to cancel.

We ask that you take this time to review your Texas Title Insurance Agent's Bond and Texas Escrow Officers Schedule Bond. The bond penalty of your Texas Title Insurance Agent's Bond should be in an amount in the sum of the greater of ten thousand dollars (\$10,000); or an amount equal to ten percent (10%) of the gross premium written by the agent in accordance with the latest statistical report to the Department, but not to exceed one hundred thousand dollars (\$100,000).

**IMPORTANT NOTE regarding Certificates of Completion: Certificate must be signed by the escrow officer**, must include the escrow officer's business address and must include the escrow officer's PERSON ID number (as shown above the escrow officer's name on the renewal form).

Sherry Richburg  
Team Lead, Title Office  
Financial Regulation Division/Mail Code 107-TL  
Sherry.Richburg@tdi.texas.gov

Kyle Howard  
Insurance Specialist, Title Office  
Financial Regulation Division/Mail Code 107-TL  
Kyle.Howard@tdi.texas.gov