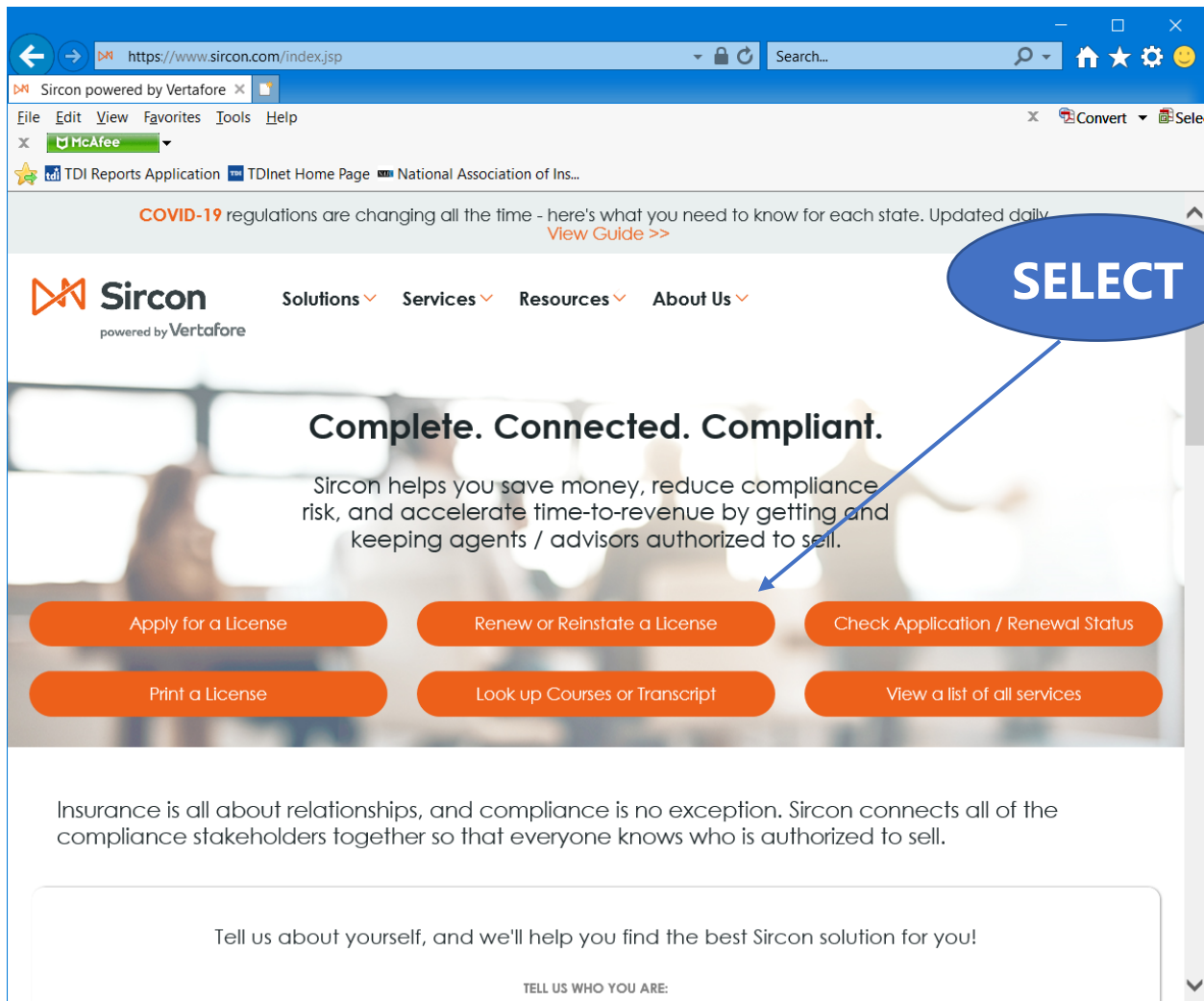


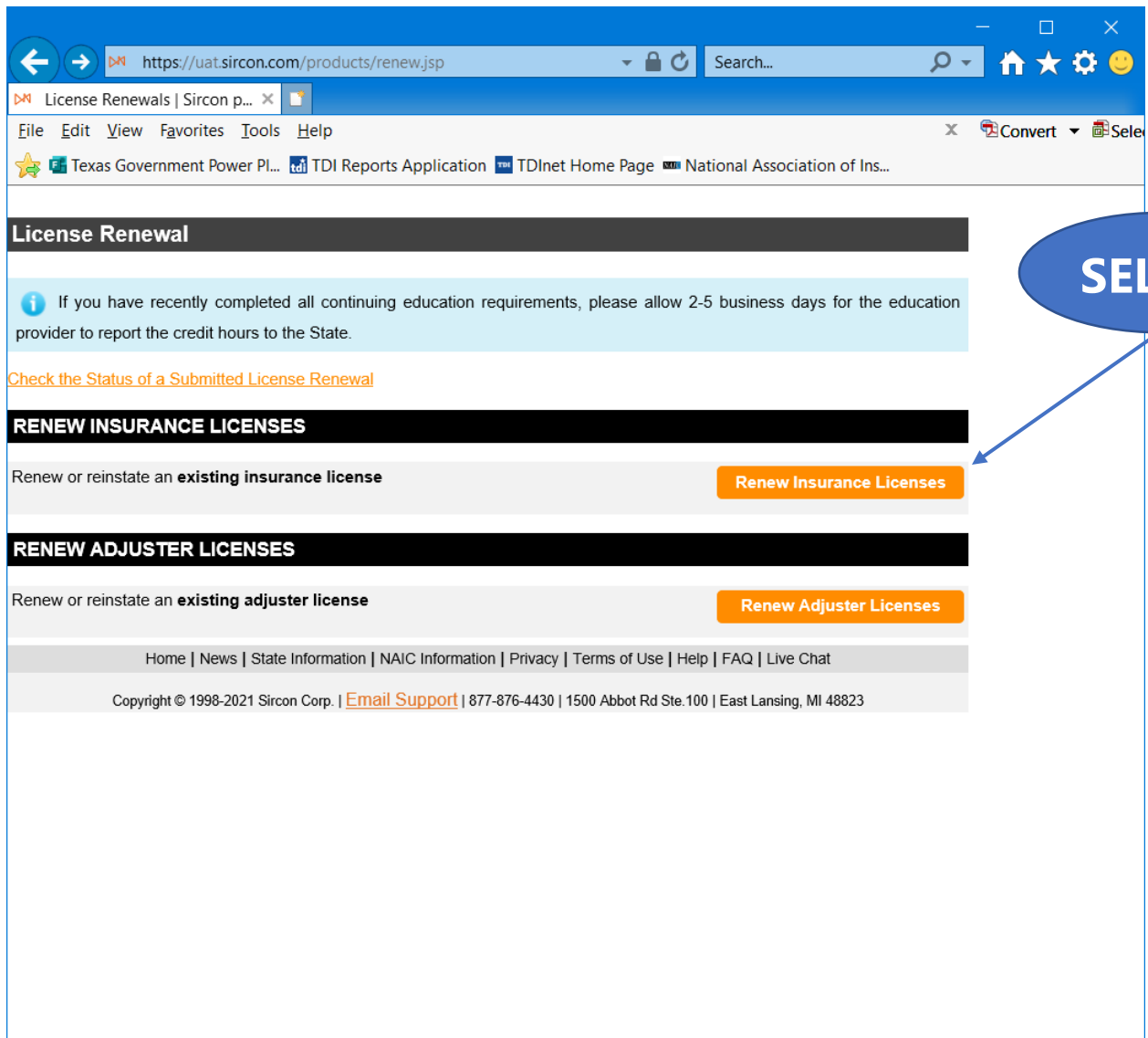
If while completing this electronic renewal, you have difficulty or any questions, please contact: URAGrp@tdi.texas.gov, or call us at (512) 676-6400.

Note: Be sure to have the **required attachments (exhibits)** ready to be attached to the renewal submission prior to going online to renew the license.

Go [to Sircon Online Processing](#)



Select the **"Renew or Reinstatement a License"** button.



Select the “**Renew Insurance Licenses**” button.

License Renewals | Sircon p... x

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License Renewal

i If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

RENEW INSURANCE LICENSES

Renew or reinstate an **existing insurance license**

[Renew Insurance Licenses](#)

Are you an individual or a firm?

☐ Individual ☒ Firm

Cancel [Continue](#)

RENEW ADJUSTER LICENSES

Renew or reinstate an **existing adjuster license**

[Renew Adjuster Licenses](#)

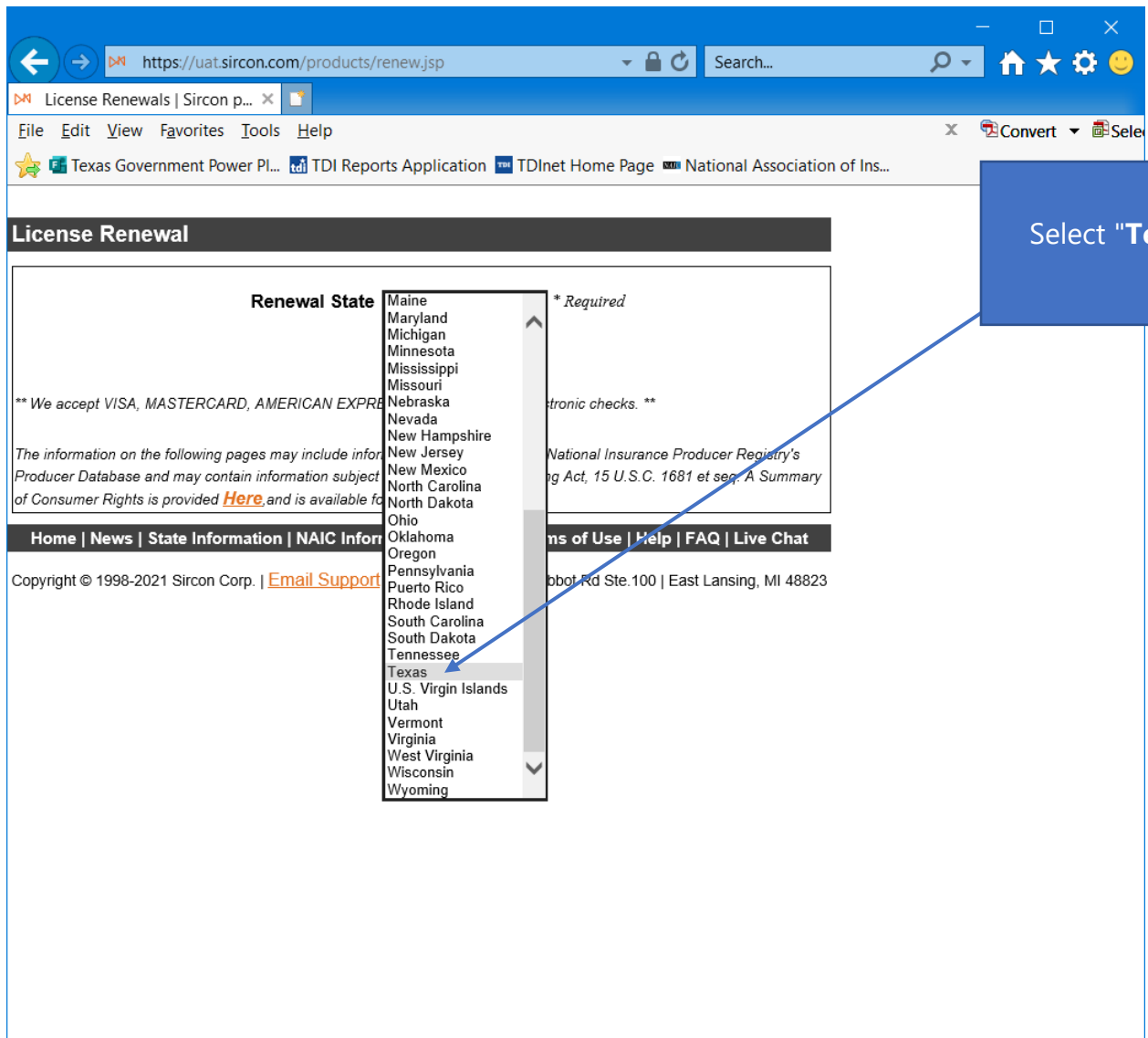
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SELECT

THEN

Select the **"Firm"** and then click **"Continue."**



Select **"Texas"** from the Renewal State drop down menu.

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License Renewal

Renewal State * Required

EIN * Required

Resident State * Required

Resident License Number * Required

Don't have a resident license? [Search for a specific license](#)

** We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. **

The information on the following pages may include information provided from the National Insurance Producer Registry's Producer Database and may contain information subject to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#), and is available for viewing.

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Complete the required information, including the Texas license number, and click "**Continue.**"

Fill out the required data, including the **Texas license number** being renewed.

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License Renewal

Test-IRO

Please review the selected items you wish to renew. Note: Some States do not have Qualifications available for renewal. For these states, all associated Qualifications will be renewed when the License is renewed.

Texas License Renewals

REPORT MATERIAL CHANGES: A report of material changes must be filed within 30 days of the change taking effect. To file a report, an Independent Review Organization must email the following items to URAGrp@tdi.texas.gov:

1. an Independent Review Organization Application form LHL006 showing the material changes in a redlined version (e.g., using **strikethrough** and **underline**), and signed by an authorized representative, and
2. a listing and description of the material changes being reported.

Action	License Type	Lic. Number	Exp. Date
<input checked="" type="checkbox"/> Renew	Independent Review Org	2616644	03-31-2021

Back Continue Cancel

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Verify the information presented, then select "Continue."

The [LHL006](#) form reference within number 1 is a hot link to the form.

Verify the information presented, then review the instructions relating to **Reporting Material Changes** located on this page. Select "**Continue**"

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License Renewal

Test-IRO
333 GUADALUPE
AUSTIN, TX 78701

License Fee Summary

License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee
Independent Review Org	2616644	03-31-2021	* \$400.00

**The state fees for this renewal are estimated. The final fees will be determined after all data has been entered.*

Confirmation Email Address

Email Address * Required

Verify the information provided.

Enter the email address for the IRO.

Verify the information provided. Enter the **email address for the IRO**.

https://uat.sircon.com/ComplianceExpress/LicenseRenewals/licRnwI

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Texas Independent Review Org Renewal Questions

* All questions are required.

Question 1

As Required by 28 Texas Administrative Code, Section 12.108 and 12.103(13)(A)-(E)

Will a completed **Supplemental Certification for IRO Renewal** form (LHL007), signed by an Officer of the organization, certifying the applicant's compliance with the Administrative codes referenced above, be attached to this renewal application? Link to form: <https://www.tdi.texas.gov/forms/form9iro.html>

The LHL007 form is required with the submission of this renewal application.

☐ No
☐ Yes

Answer the question **carefully.**

Any required documentation must be attached at the end of the application process.

The question must be answered.

Note: Be sure to have the **required attachments (exhibits)** ready to complete the online renewal process.

This form is required with the submission of the renewal application.

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Attestation for Texas

By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. **You may report such information by scanning and electronically attaching the required documentation directly to your renewal application from the confirmation page.** If you do not have scan capability, mail it to: Texas Department of Insurance, Licensing Division - MC 107-1A, 333 Guadalupe, P. O. Box 149104, Austin, Texas 78714-9104. Federal law (18 USC 1033), prohibits an individual from engaging in the business of insurance if they have been convicted of a crime involving dishonesty or breach of trust without express written consent of a commissioner of insurance.

Effective June 1, 2018, Chapter 19.1018 of the Texas Department of Insurance has been adjusted to reflect recent legislative changes. These changes have affected both License Renewal and Continuing Education (CE) requirements.
Each hour of continuing education not completed during a license term will result in a \$50.00 per deficient hour fine up to a maximum of \$500.00 per license type held that requires continuing education. Fines for reporting periods prior to 6-1-2018, may exceed the \$500.00 per license held limitation.

For Certificate of Registration Renewals Only:
In applying for a renewal of an SFMO industry certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed. I hereby authorize the Texas State Fire Marshal or his representative to enter, examine, and inspect any premises, building, room, or establishment used by my firm while engaged in the business the firm is licensed for, to determine compliance with the provisions of the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed.

For Public Insurance Adjuster renewals only:
I will attach a copy of my public insurance adjuster contract and proof of financial responsibility with this submission.

For Utilization Review Agents (URA and URAREG)
I have read and understood the URA application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the type of utilization review that the applicant is performing in Texas (Texas Insurance Code, Chapters 4201 and 1305, TDI rules, Texas Labor Code provisions, and DWC rules).
I attest that the applicant has written policies and procedures that comply with all URA statutes and rules. I understand that TDI may request, at any time, copies of all written policies and procedures that were not submitted with this renewal application.

For Independent Review Organizations (IRO)
I have read and understood the IRO application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the independent review that the applicant is performing in Texas (Texas Insurance Code, Chapters 4202, TDI rules, Texas Labor Code provisions, and DWC rules including 28 TAC 133.308).
I attest that under penalty of applicable law that the applicant is not a subsidiary of, or in any way owned or controlled by, a payor or a trade or professional association of payors. I further state that I understand this to be a condition of licensure and any violation of this prohibition will result in forfeiture of certification as an Independent Review Organization and other administrative penalties are possible.

☐ Agree * Required

Review the attestation carefully.

Select "Agree." to continue

Pay close attention to the section **For Independent Review Organizations (IRO)**.

Select **"Agree"** to continue.

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Submitter Information

☒ **Producer** ☐ **Authorized Submitter** * Required

As the authorized submitter, I declare that the applicant provided all the information submitted on the

Submitter First Name

Submitter Last Name

Submitter Firm Name

Submitter Phone Ext.

Submitter Firm Address

Submitter City

Submitter State

Submitter Zip

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Optional: Fill in the authorized submitter information.

Select **"Continue."**

This section is optional. Select **"Continue."**

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License Renewal

Test-IRO
333 GUADALUPE
AUSTIN, TX 78701

License Fee Summary

License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee
Independent Review Org	2616644	03-31-2021	\$400.00

			Total State Fee \$400.00
			Sircon Fee \$6.00
			Processing Fee \$12.85
			=====
			Total Fee \$418.85

☐ I understand that all license renewal fees are non-refundable.

NOTE: You will not be charged the above amount until you complete the payment process. If you wish to continue with this process, please click process below.

☒ I would like to receive email notifications concerning state insurance deadlines, renewal notices, new electronic services and related issues.

Please send email notifications to:

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Review all information **carefully.**

Select the check boxes.

Verify email address in order to receive notifications.

Select "Process."

The applicant must check the box next to **"I understand that all license renewal fees are non-refundable."**

Verify the information provided on the page is correct and select **"Process"** to continue.

License Renewal



License Renewal(s) and/or Reinstatement(s) were successfully submitted. Please review the information on this page, and then print the page for your records using the Print link below. To print a license, click the link next to the license renewal (if available).

NEXT I would like to:

- [Attach documents](#) to this application 
- [Print](#) this confirmation page

Attach any required documents. Please print confirmation page for your records.

Select "**Attach** documents" to attach any required documents to complete the renewal application. Then you may print the confirmation page and retain for your records.