



TEXAS DEPARTMENT OF INSURANCE

Financial Regulation Division - Company Licensing and Registration (103-CL)

333 Guadalupe, Austin, Texas 78701 ★ PO Box 149104, Austin, Texas 78714-9104
(512) 676-6400 | F: (512) 490-1035 | (866) 554-4926 | TDI.texas.gov | [@TexasTDI](https://twitter.com/TexasTDI)

Submitting an Open Records Request

An open records request must be submitted in writing to the Texas Department of Insurance. Some of the documents maintained by the Company Licensing and Registration Office include:

- Articles of Incorporation
- Bylaws
- Correspondence
- Negative Certifications
- Surplus Lines documents
- Risk Retention Group documents
- Purchasing Group documents

Obtaining a Certified Certificate of Authority / Certificate of Compliance is excluded from the Open Records Process. To request these submit TDI form [FIN321](#) to CLRRequests@tdi.texas.gov.

To submit your request:

- Complete Company Licensing and Registration Open Records Request form [FIN405](#).

Send the Open Records Request form via:

Email:

OpenRecords@tdi.texas.gov

Subject: Open Records Request

Fax:

(512) 490-1021

Attention: Public Information Coordinator

Mail:

David Wheelus

Public Information Coordinator

Texas Department of Insurance

P.O. Box 149104, Mail Code 110-1C

Austin, Texas 78714-9104

**For additional information on accessing TDI records, visit the ["Your Right to Access Government Records"](#) website, which includes information about the cost to obtain records.