



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

Escrow officer name or address change request form

You must fill out and send us this document within 30 days of a change to your name or address becomes official.

TDI license number: _____

Name as listed on your license:

First name	Middle name	Last name	Suffix
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► Fill out this section if you changed your name:

New legal name:

First name	Middle name	Last name	Suffix
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Attach a copy of an official document showing that your name changed. For example, send a copy of a marriage certificate or divorce decree.

► Fill out all parts of this section if your address changed:

Phone numbers:

Personal (____) _____ Business (____) _____

Email addresses:

Personal _____ Business _____

Home address:

Street address _____

City _____ State _____ ZIP _____

Is your mailing address the same as your home address (primary residence)? Yes No

If no, what is your mailing address?

Mailing address _____

City _____ State _____ ZIP _____

► **Sign here:**

The answers I gave on this form are true and correct:

Escrow officer's signature

Date

► **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

Email:

TDI-TitleLicensing@tdi.texas.gov

► **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