



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

## Application for escrow officer license

► **Answer the following questions:**

**Section 1: Questions about name, contact information, and military background**

Applicant name \_\_\_\_\_  
First
Middle
Last
Suffix

**Have you ever held a professional license, insurance license, or company appointment under any other name?**       Yes     No

If yes, what is the other name? \_\_\_\_\_

Social Security number \_\_\_\_\_

Driver's license number \_\_\_\_\_

Date of birth \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Home mailing address

Street address, route, or PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home physical address

Street address, physical location, or route \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Do you qualify as any of the following?**

- **Military service member:** A person who is currently serving in: (1) the armed forces of the United States, (2) a reserve component of the armed forces, including the National Guard, or (3) a state military service of any state.       Yes     No
- **Military spouse:** A person who is married to a military service member who is currently on active duty.       Yes     No
- **Military veteran:** A person who has served in: (1) the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States, or (2) in an auxiliary service of one of those branches of the armed forces.       Yes     No

## Section 2: Questions about legal offenses

When answering the following four questions: (1) include any offense filed against you in Texas, any other state, or by the federal government; and (2) do not include traffic violations and first offense DWI (driving while intoxicated or under the influence).

1. Do you have any pending misdemeanor or felony charges (by indictment, information, or any other instrument)?  Yes  No
2. Have you been convicted of any misdemeanor or felony offense?  Yes  No
3. Have you had adjudication deferred on any misdemeanor or felony charge or offense?  Yes  No
4. Have you served any period of probation for any misdemeanor or felony offense?  Yes  No

**📎 If you answered “Yes” to any question in Section 2, attach one of the following:**

- A certified copy of: (a) the indictment or charging document, (b) conviction, (c) order deferring adjudication, and/or (d) judgment and conditions of probation from the appropriate jurisdiction. This is needed for each crime or offense.  
or
- A statement that explains that you already sent information about the crime or offense to the Texas Department of Insurance.

You also can send letters of recommendation and a resume with these attachments.

## Section 3: Questions about licenses, litigation, and more

5. Have you ever had a professional license, including an insurance license or company appointment, that was refused, suspended, or revoked in Texas or any other state?  Yes  No
6. Are you indebted to a special deputy receiver of the Texas Department of Insurance, any insurance company, general agent, or agent?  Yes  No
7. Have you ever had an agency contract canceled for cause such as misrepresentation or misappropriation?  Yes  No
8. Have you ever been placed under injunction or restraining order of a court or regulatory agency because you violated a federal or state law relating to insurance or securities?  Yes  No
9. Do you have pending litigation against you alleging a violation of the Texas Insurance Code or the insurance laws of any other state?  Yes  No

10. Have you ever held an ownership interest in any insurance agency or company?  Yes  No
11. Do you have any judgments against you held by any insurance company or insured person or business that are unpaid in whole or in part?  Yes  No
12. Do you have any judgments against you which involved a violation of the Texas Insurance Code or the insurance laws of any other state?  Yes  No

**🔗 If you answered "Yes" to any question in Section 3, attach one of the following:**

- A statement with dates and details.  
or
- A statement that explains that you already sent information to the Texas Department of Insurance.

**▶ Along with this form, send the following:**

- Application fee of \$35. (TDI does not give refunds or allow fee transfers).
- The Identogo by MorphoTrust USA fingerprint receipt.
- Most people who apply for an escrow license must: (1) get a fingerprint background check, and (2) send us a copy of the receipt showing that their fingerprints were sent to the Texas Department of Public Safety.
  - To schedule a fingerprint appointment, go to [Identogo](#) or call 1-888-467-2080. Use service code 11G6QF when making the appointment.
  - **You do not need to get a fingerprint background check if you live in Texas and either:** (1) have an active license or registration with TDI, or (2) had an escrow officer license that has not been canceled for more than 60 days.

**If you have an active license or registration or had an escrow officer license, what is or was your license number?** \_\_\_\_\_

To learn more about requirements, go to [www.tdi.texas.gov/agent/escrow-officer-apply.html](http://www.tdi.texas.gov/agent/escrow-officer-apply.html).

**▶ Sign here:**

I confirm that all statements, supporting forms, schedules, documents, and exhibits given for this license are true and correct.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**\*\* You must get a notary public signature on this form. See next page. \*\***

► **To be filled out by a notary public:**

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, notary public, on this day personally appeared \_\_\_\_\_,

Applicant's signature

known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Personalized seal)

\_\_\_\_\_  
Notary public's signature

► **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

► **Contact us if you have questions:**

You can: (1) use our online question form at [www.tdi.texas.gov/agent/question.html](http://www.tdi.texas.gov/agent/question.html), (2) email [TDI-TitleLicensing@tdi.texas.gov](mailto:TDI-TitleLicensing@tdi.texas.gov), (3) or 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](mailto: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](mailto: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