



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

Escrow officer appointment

Use this form to:

- Appoint an escrow officer.
- End an escrow officer appointment.

► Answer the following questions:

Title insurance agent or direct operation

Name _____

TDI license number _____

Firm ID number _____

Escrow officer

Name _____

First


Middle

Last

Suffix

TDI license number (if the escrow officer has one) _____

► Fill out this section to appoint an escrow officer

 You must send \$10 to the Texas Department of Insurance, unless this is an escrow officer's first appointment with an Application for escrow officer license (Form FINT132).

Employment status

- Escrow officer is an employee working directly for the title insurance agent or direct operation.
- Escrow officer is an attorney.
- Escrow officer is an employee of an attorney who is a Texas licensed escrow officer with the appointing title insurance agent or direct operation.

Name of attorney _____

TDI license number _____

Escrow officer bond or deposit. Choose only one.

Surety bond

Bonding company name _____

Bond number _____

Bond amount \$ _____

Letter of credit

Bank name of issuance _____

Letter number _____

Credit amount \$ _____

Cash deposit

Depository institution _____

Cash deposit receipt number _____

Deposit amount \$ _____

► **Fill out this section to end an escrow officer appointment**

The escrow officer's appointment will end on _____
Date

► **Sign here:**

I confirm that I am authorized to sign for the title insurance agent or direct operation and that all answers I gave on this form are true and correct.

Appointing official's signature Date

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

State of _____

County of _____

Before me, notary public, on this day personally appeared _____,
Appointing official's name

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,
(2) email 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

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