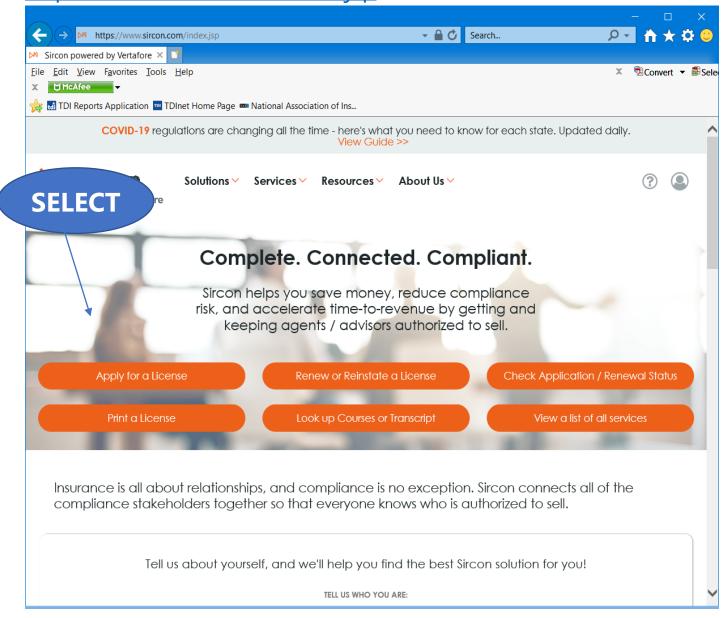
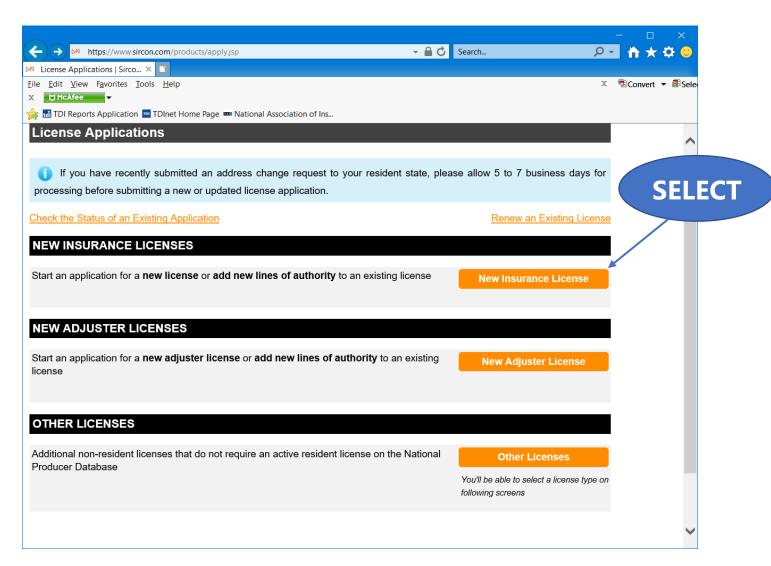
# For Non-Resident applications

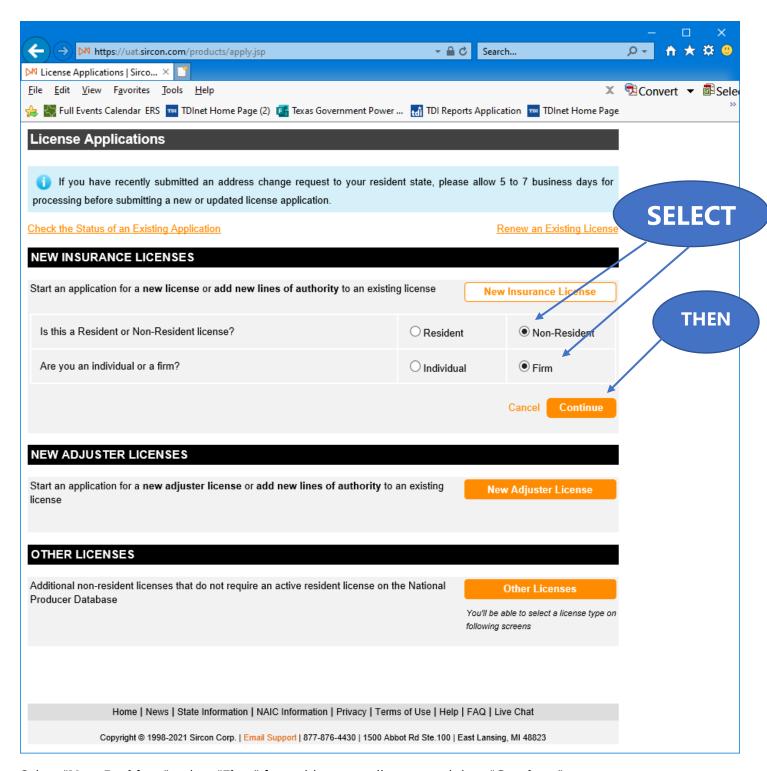
https://www.sircon.com/index.jsp



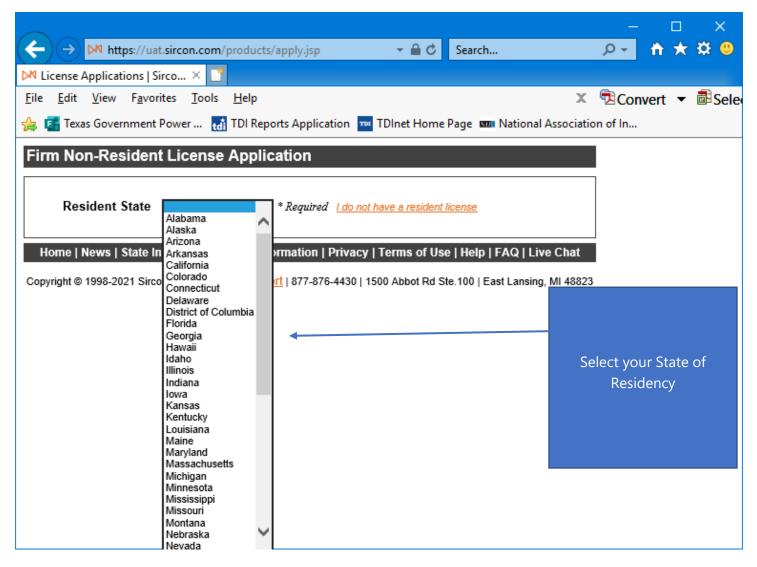
Select "Apply for a License"



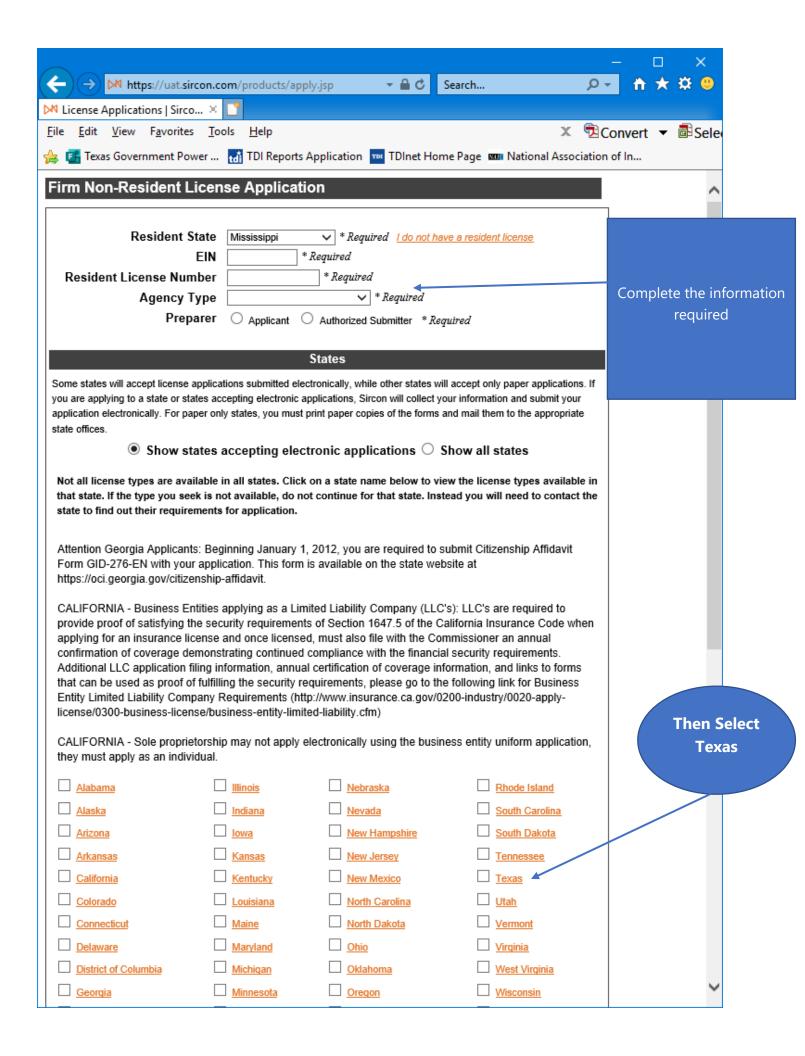
Select "New Insurance License"

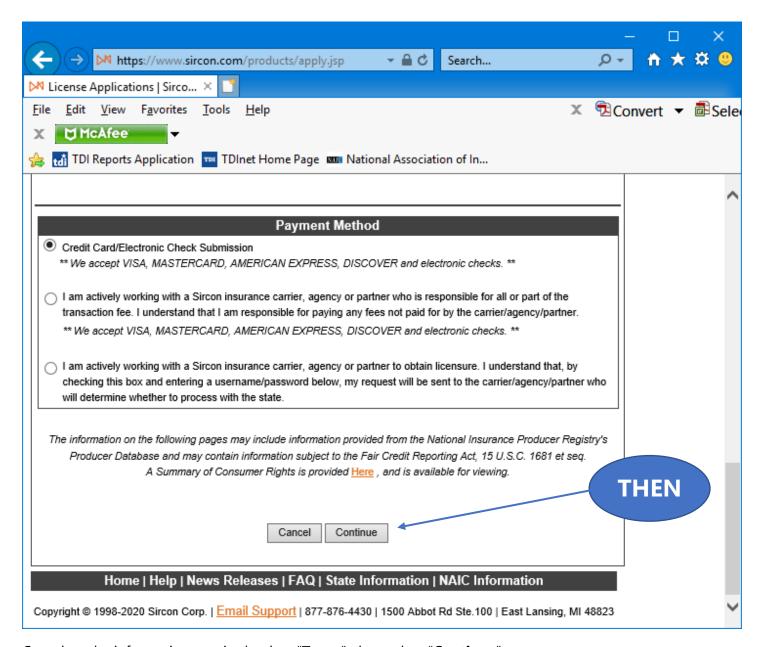


Select "Non-Resident", select "Firm" for resident state license, and then "Continue".

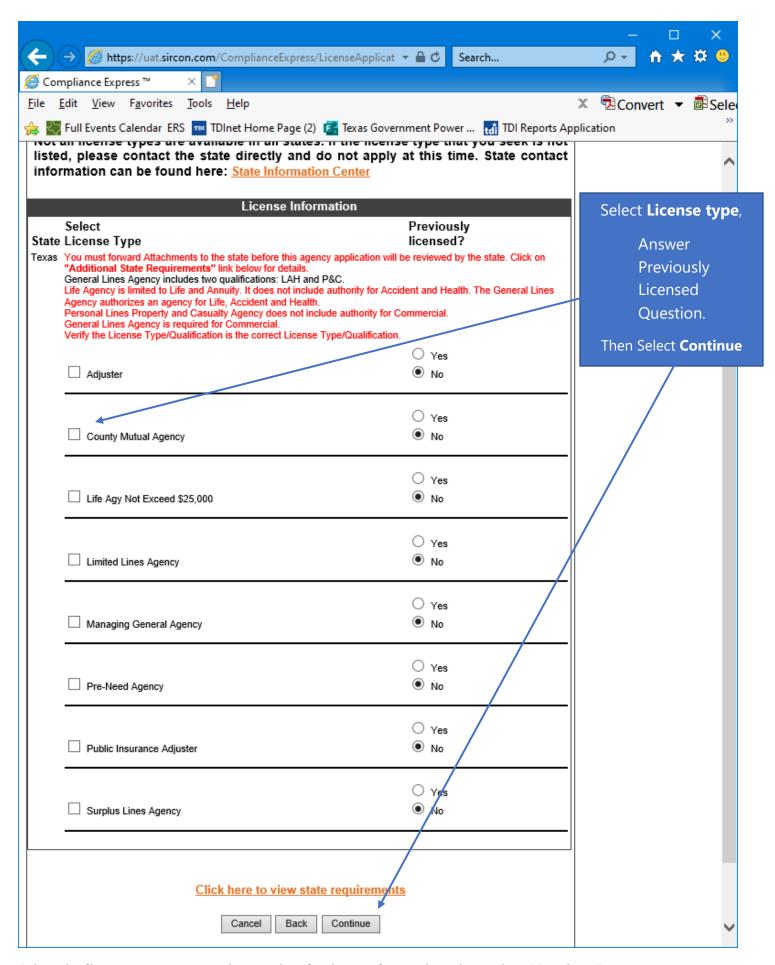


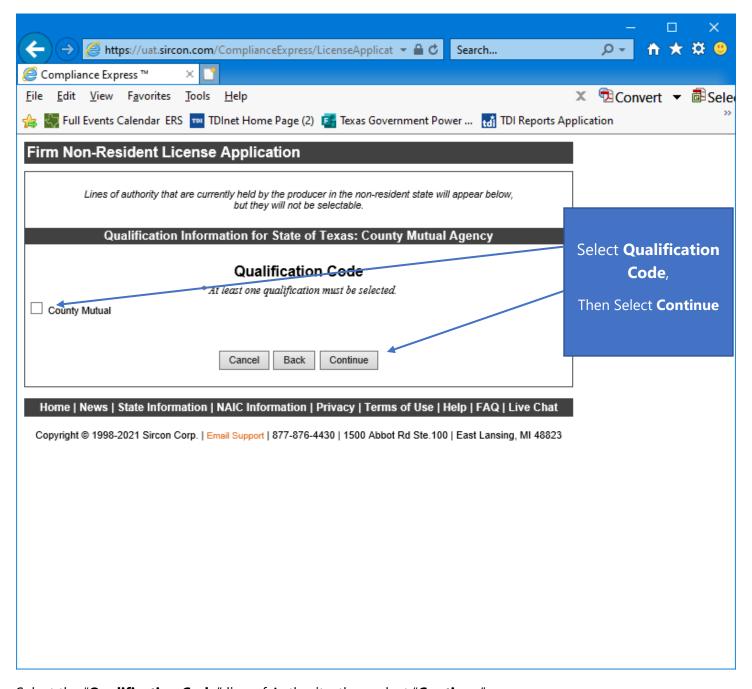
Select your **State of Residency**.



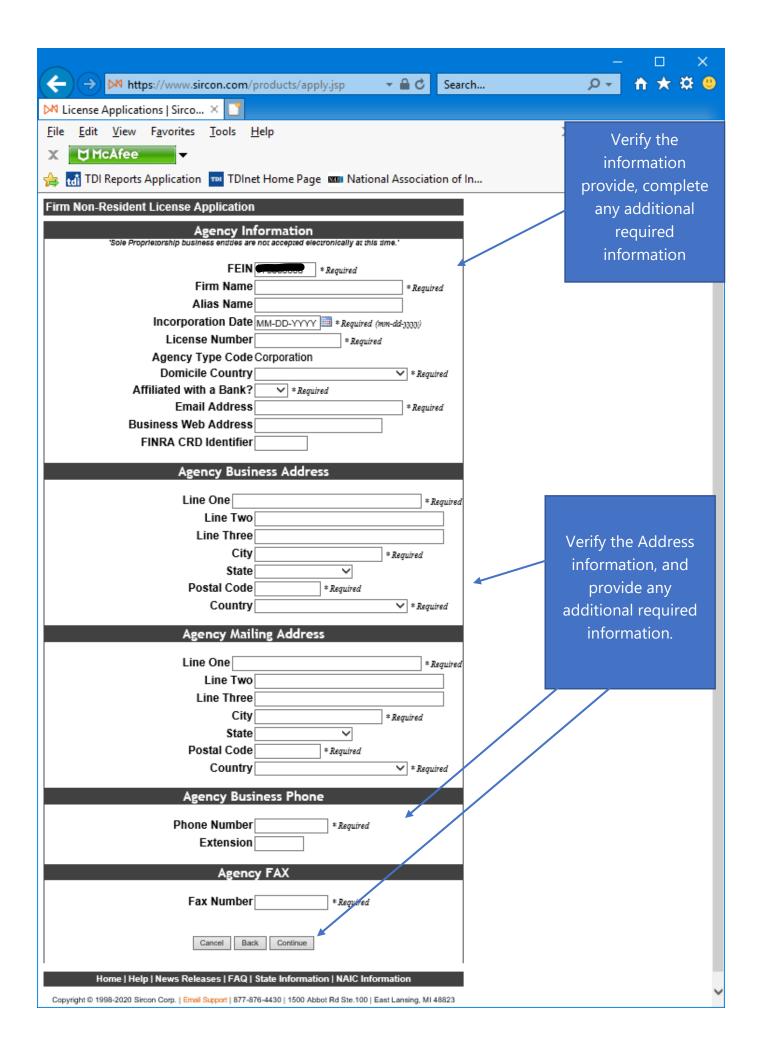


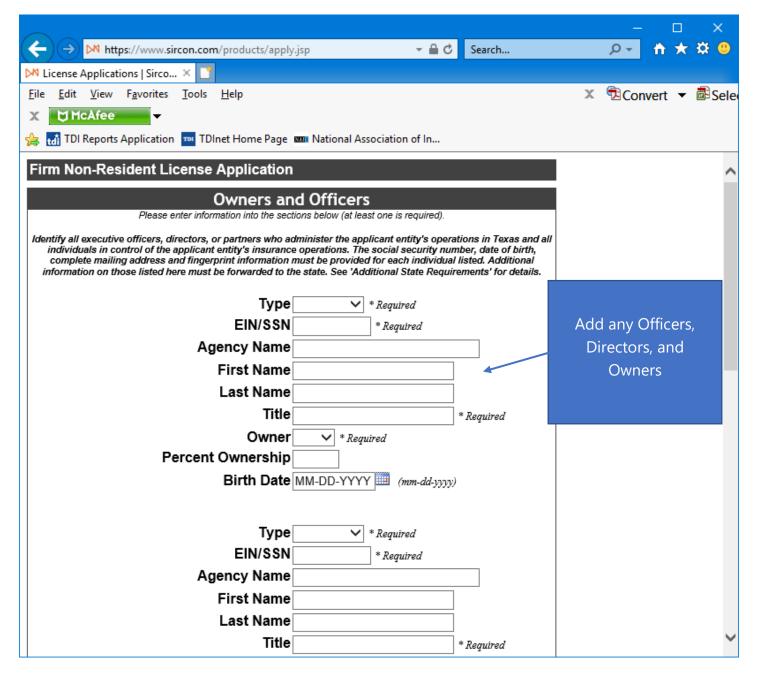
Complete the information required, select "**Texas**", then select "**Continue**".



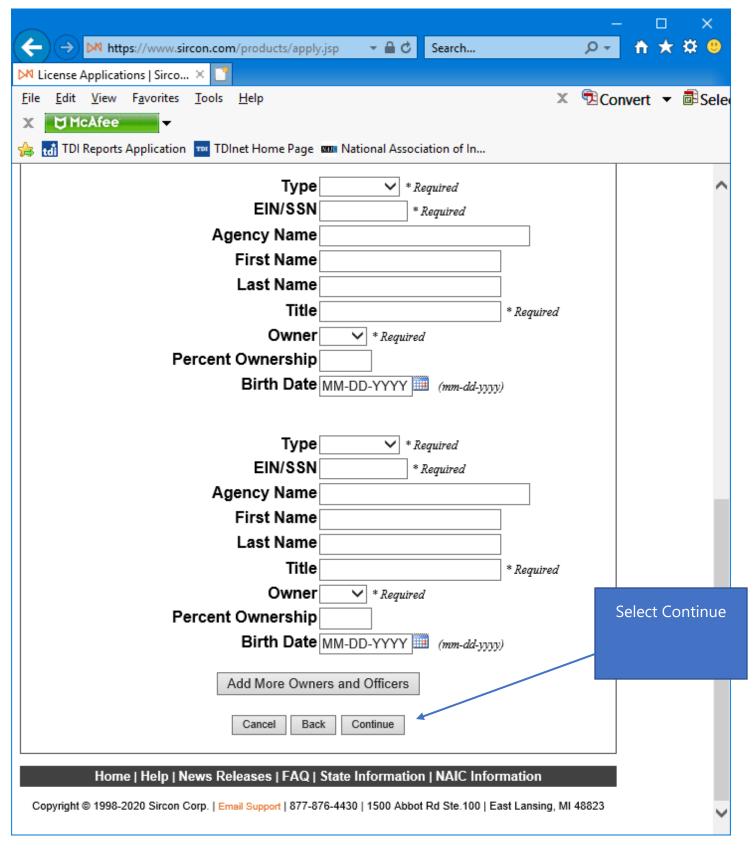


Select the "Qualification Code" line of Authority, then select "Continue".

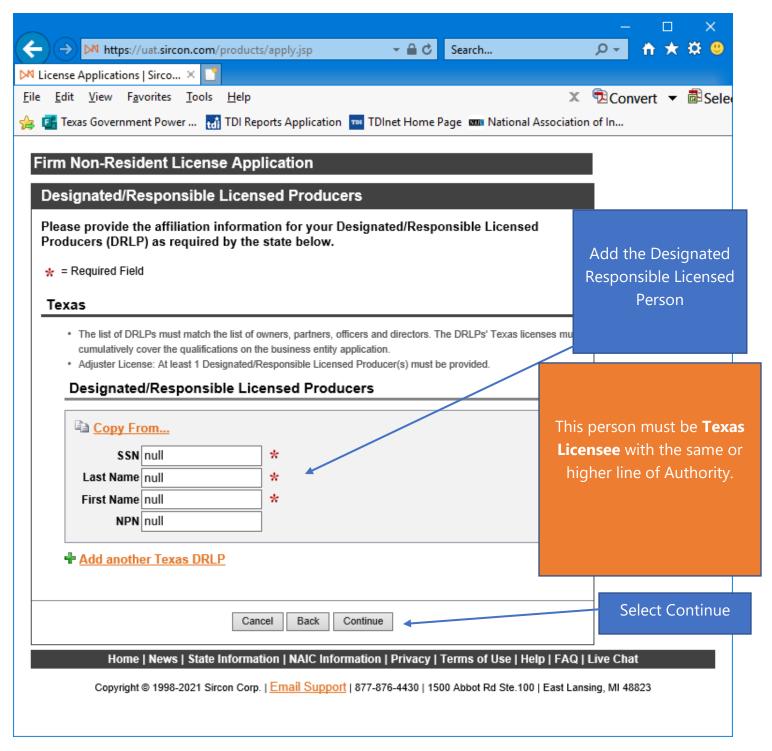




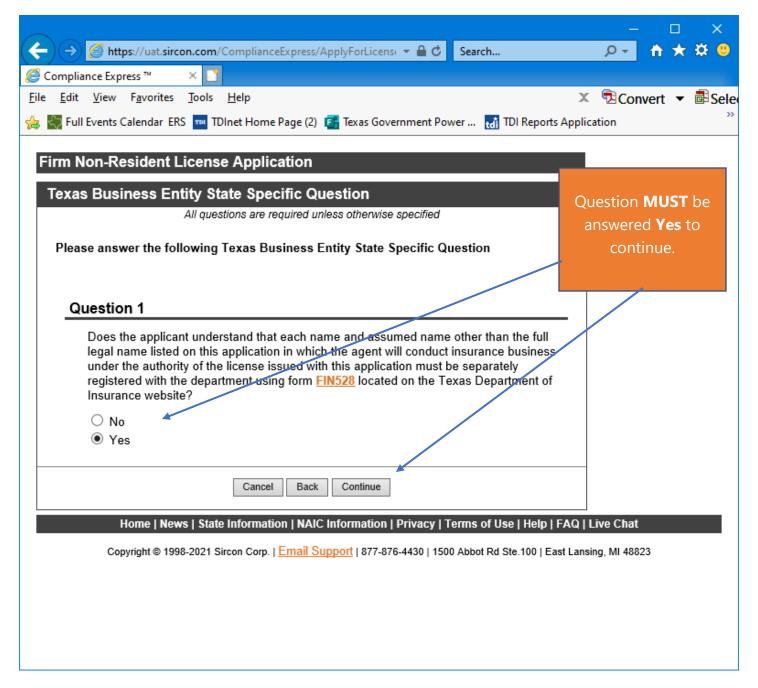
Provide the information required for each Officer, Director, and Owner for the applicant entity. **Note:** The Designated Responsible Licensed Person should be included in this list.



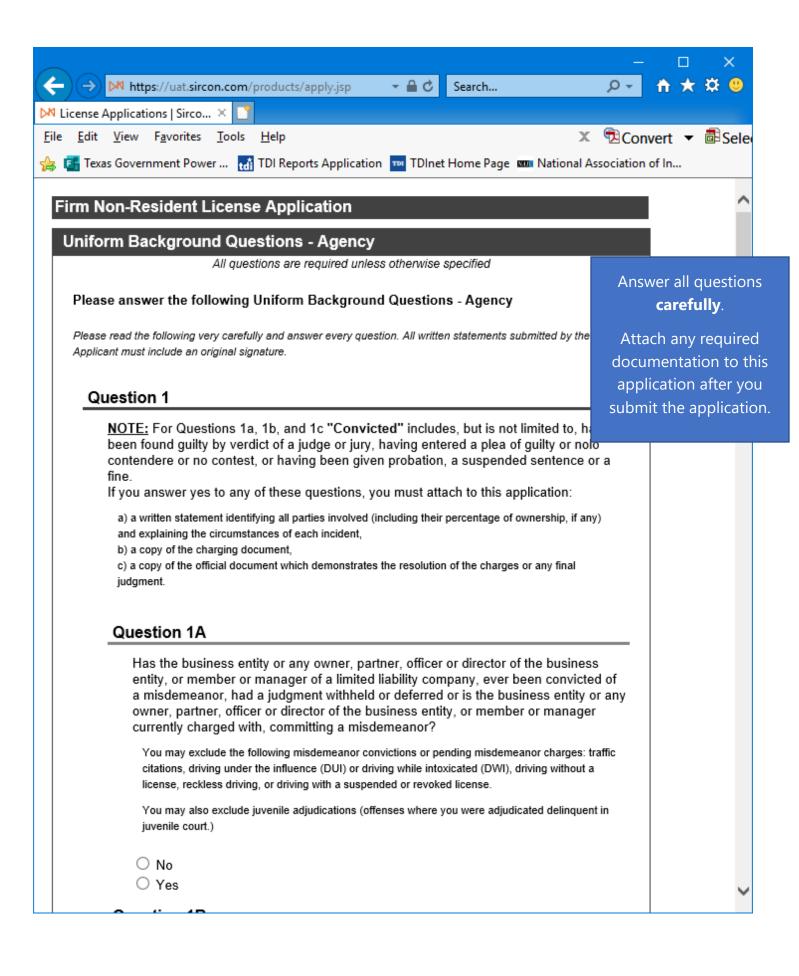
Select "Continue".

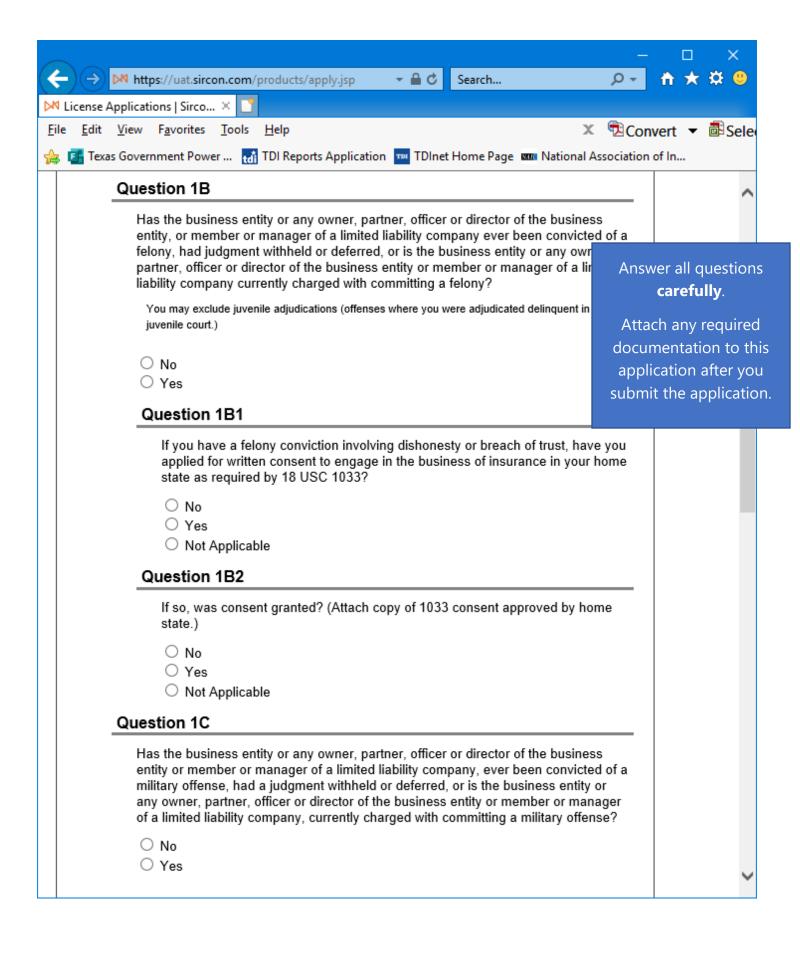


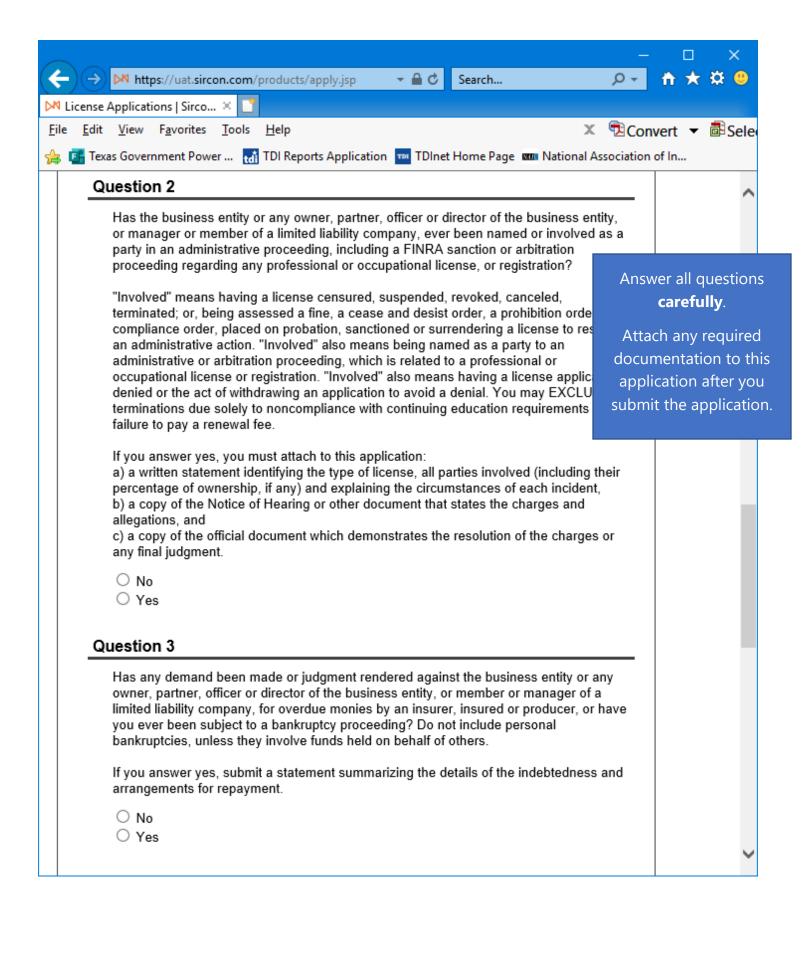
Enter the information for the **Designated Responsible Licensed Person**, which can be copied from the information provided on the previous screen. Select "**Continue**".

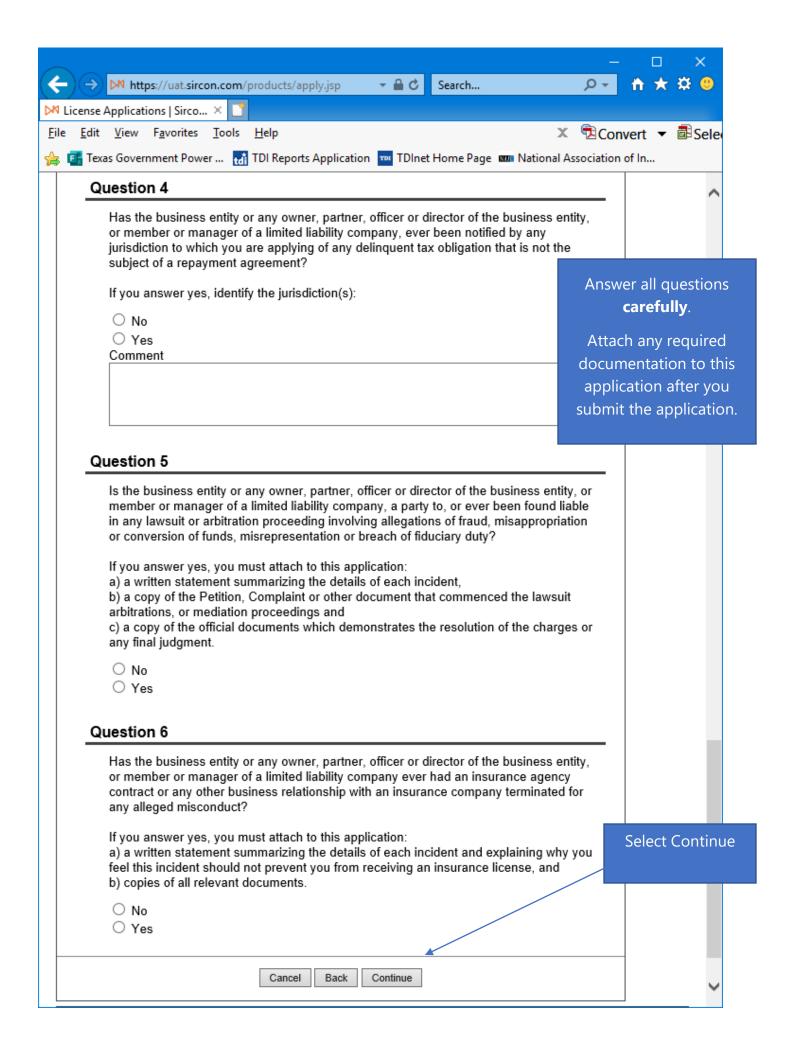


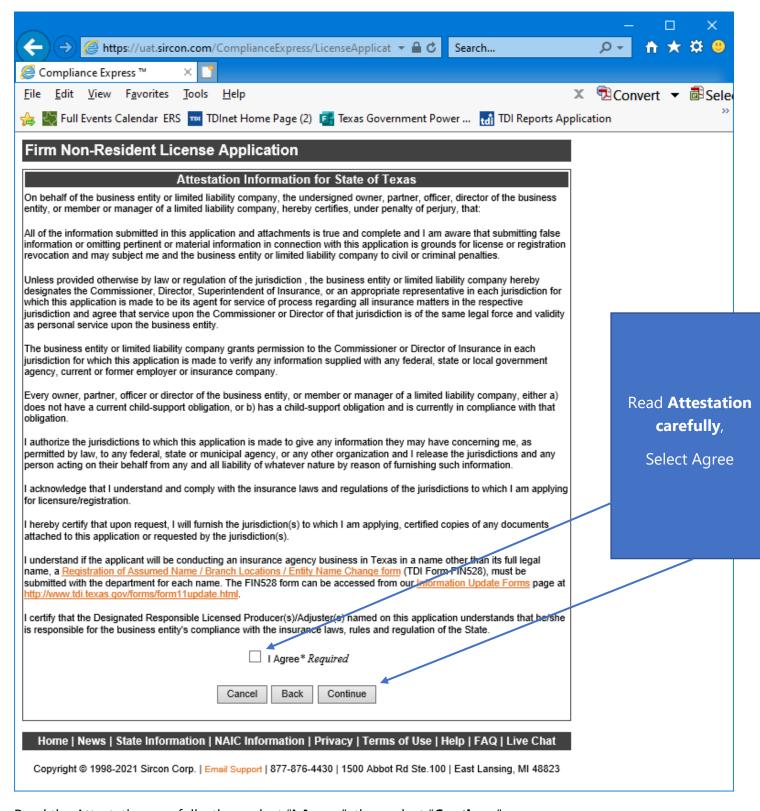
This State Specific Question must be answered "Yes" to continue. Select "Continue".



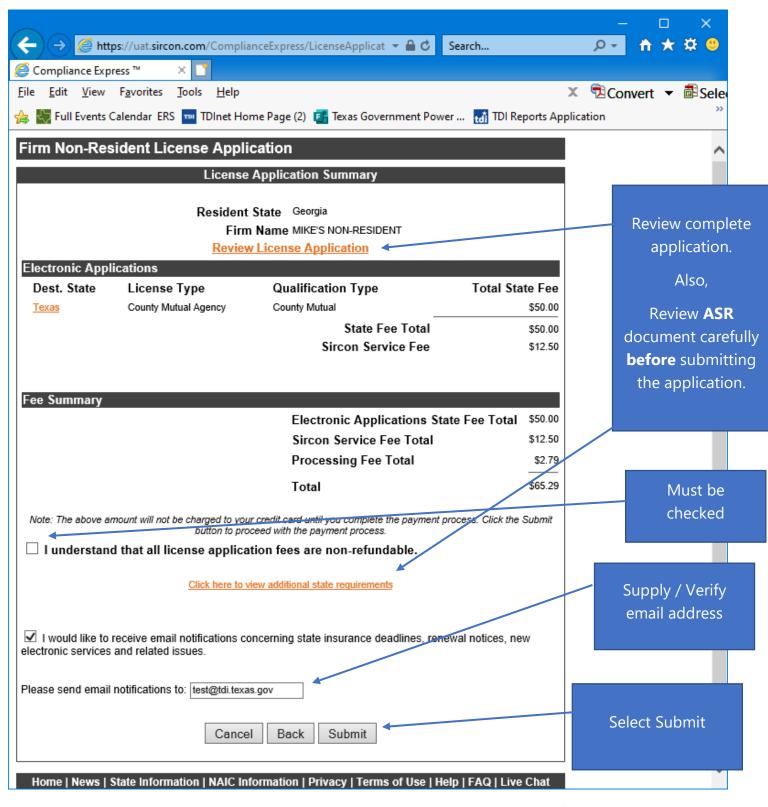








Read the Attestation carefully, then select "I Agree", then select "Continue".



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

## Firm Non-Resident License Application

## License Application Additional State Requirements

### Texas - County Mutual Agency

- Before Submitting Your Application Verify the License Type/Qualification selected is the correct License Type/Qualification.
- To ensure proper processing of application, please note the following:
  - Enter all data for the application in Capital Letters only.
  - Do not enter a P.O. Box address in the Business address field.
  - Do not enter punctuation in any address field.
  - Verify the background questions were answered correctly before the application is submitted.
- Method of Submitting: After submitting your license application electronically to the Texas Department of Insurance, print a copy of the license application to retain for your own records; DO NOT mail it to the state.
- All required attachments including documentation required in response to a "Yes" answer on a background of or other requirements should be submitted to the state as follows:
  - (1) On the License Application Confirmation page or the License Application Activity Inquiry, the applicant will offered the Attach Supporting Documents button (paperclip icon) in the Action column.
  - (2) Click the button to open the Attach Supporting Documents page.
  - (3) There you can browse for the electronic document on your computer system, provide a description to give for the reviewer, and
  - (4) upload the document(s) to the license application.
- If you do not have scan capability, fax all the required documents along with a cover letter to the number liste or mail to:

#### Texas Department of Insurance

Agents Licensing Division

PO Box 12030.

Austin, TX 78711-2030 Phone: (512) 676-6500 Fax: (512) 490-1052

- Additional Information:
- Authorized submitters are allowed to enter license applications on behalf of the producer.
- Applicant may reapply on the 96th day after expiration date.
- Each Designated Responsible Licensed Producer (DRLP) must:
  - Hold the same or more comprehensive Texas license as the entity is applying for with this application.
  - Also be specified as an active Partner(s) or Officer(s) on the application.
- For each Entity listed as an Owner:
  - Please clarify the ownership of the applicant entity. Texas defines control as 10% or greater. For individuals meeting this standard provide name, address, DOB and SSN, and for entities meeting the standard provide name, address, FEIN and a list of officers, to include name and address only for each officer listed. If an entity is a trust, also give the name and address of the trustee. This attachment may be in the form of an
  - Submit the name, address, DOB, and SSN of each DRLP, Owner, Officer, Director, Partner, and Member to the Texas Department of Insurance prior to license approval.
- Business Authority in Texas: Most entities are required to register to do business in this state prior to obtaining an insurance license. Verify you have attached the documents required.
  - All resident and nonresident corporations, limited liability companies, limited partnerships, limited liability partnerships, and agricultural cooperatives must provide a copy of their Charter, Certificate of Formation, or registration that was obtained from the Texas Secretary of State's office or other state's authorizing department (if nonresident entity). If the applicant entity was organized in a state other than Texas, then provide a copy of documentation that demonstrates the entity was organized under the laws of another state. Resident and nonresident entities may be required to register with the Texas Secretary of State. You may contact the Texas Secretary of State's office or call 512-463-5701.
  - All banks and farm credit administration entities must provide a copy of the document issued by a federal or Texas state agency authorizing the entity to do business in Texas.

Review **ASR** document carefully.

Select close once read.

https://uat.sircon.com/ComplianceExpress/LicenseApplications/JurSrvcLicMsgs.jsp?srvcGrpCd=LICAPPL&entTypeCd=AG&resCd=N( 🖴

- Franchise Tax Requirements:
  - Entities are not required to provide the Department of Insurance a current Texas Franchise Tax Certificate of Good Standing or a copy of the No Nexus Letter the entity received from the Texas Comptroller to obtain an agency license. However, your entity may still be a taxable entity subject to applicable Texas franchise tax. To determine if your entity is subject to Texas franchise tax, contact the Texas Comptroller of Public Accounts at <a href="https://www.cpa.state.tx.us">www.cpa.state.tx.us</a> or call 512-463-4865 or 1-800-252-1386.
- Proof of Financial Responsibility is required for Resident applicants. Agency applicants must provide either a surety bond in the amount of not less than \$25,000 or an Errors & Omissions (E&O) Certificate of Insurance.

Bond - A surety bond in the principal sum of \$25,000 payable to the Texas Department of Insurance. (Bond forms may be obtained from the Texas Department of Insurance (TDI) or at http://www.tdi.texas.gov/forms/form11.html The E&O Certificate must list the applicant as the named insured and the policy must be in at least the sum of \$250,000 with a deductible of not more than 10 percent of the full amount of the policy.

- Executive Officers, Directors, Partners and Individuals in Control Requirements All executive officers, directors or partners who administer the applicant entity's insurance operations in Texas and all individuals in control of 10 percent or more of the entity's voting stock must be identified. The social security number. date of birth, complete mailing address and fingerprint information must be provided for each individual listed.
- Fingerprint Receipts must be attached to this application submission unless waived:
- The Fingerprint Receipt requirement may be waived if one of the following applies:
  - The Fingerprint Requirement is waived if the applicant entity holds an active resident entity license that is similar to the license requested on this application.
  - The individual holds an active TDI license and has already submitted fingerprints to TDI with another license application or
  - The non-resident individual holds a current similar license in good standing in the individual's home state as reflected on the National Association of Insurance Commissioner's Producer Database.
- Control means the power to direct or cause the direction of the management and policies of a license holder, whether directly or indirectly. A person is considered to control:
  - a corporate license holder if the person, individually or acting with others, directly or indirectly, holds with the power to vote, owns, or controls, or holds proxies representing, at least 10 percent of the voting stock or voting rights of the corporate license-holder; or
  - a partnership if the person through a right to vote or through any other right or power exercises rights in the management, direction, or conduct of the business of the partnership. At least one officer or one active partner of the applicant entity must be individually licensed by the Texas Department of Insurance.
- For each responsible entity, provide the entity's full legal name, complete mailing address, federal employee identification number (FEIN) and an attachment detailing the name and address of all individuals and entities that have controlling relationships affecting the applicant entity up to the ultimate controlling individual or entity. If an entity is a trust, also give the name and address of the trustee. The attachment may be in the form of an organization chart.
- Fingerprinting

The fingerprint requirement is authorized in Texas Insurance Code 801.056 and amended 28 TAC 1.501 and 1.503-1.509. The complete text of the rule may be accessed at <a href="https://www.tdi.texas.gov/rules/2006/1003e-059.html">www.tdi.texas.gov/rules/2006/1003e-059.html</a>. The Texas Department of Insurance strongly encourages all applicants to utilize electronic fingerprinting through approved vendors as authorized under the rule.

Electronic fingerprinting is fast and accurate, and in most cases will avoid potential delays in the processing of your submission.

Electronic Fingerprinting

View the Electronic Fingerprinting instructions at the following location:

agent/fingerprint-instructions.html.

(Fingerprints provided for an application will be used to check criminal history records of the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI), in accordance with applicable statutes). NOTE: TDI cannot complete processing of an entity application until it receives a criminal history report (if required) from DPS and FBI for each individual that is required to furnish a fingerprint receipt.

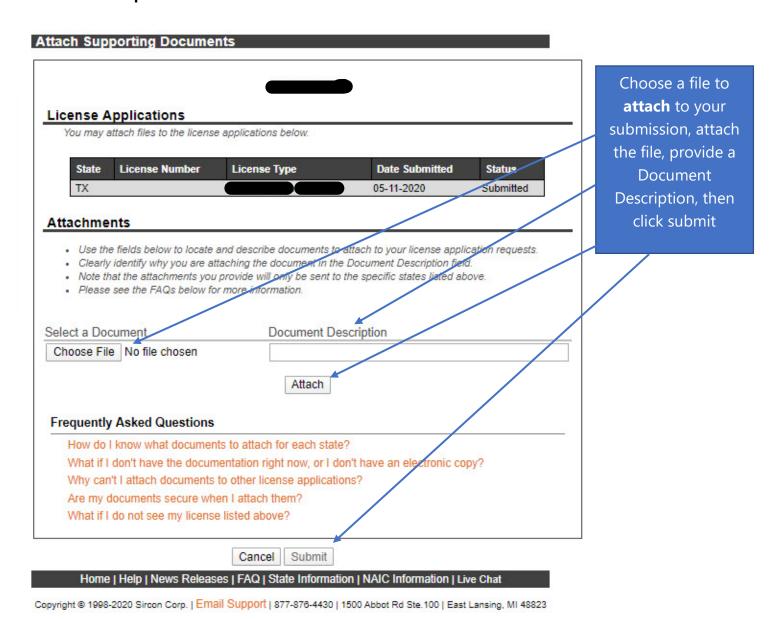
- To check on the status of your application, please use the following steps:
  - In your web browser, go to www.sircon.com\Te:
  - Click on the "Check License Application Status" link in the left-hand column
  - Enter your confirmation ID number, EIN and Producer Type
  - Click the Submit button
- Once your license application or renewal is approved, it may be printed at www.sircon.com\Texas. There will be no fee for printing your license for 30 days from the date the license application was approved.
- Once 30 days have passed since your license was approved, a \$5.00 processing fee will be charged to print your license.
- If you obtain a Sircon account (available at no cost), there is no fee for printing your license from your Sircon account at any time. Refer to www.sircon.com\Texas for information on Sircon accounts.

**Review ASR** document carefully.

Select close once read.

Close This Window

This is a **sample** of what you will see after you submit your application. This screen will provide you the opportunity to attach required documentation with your application submission. Be sure to provide a **Document Description** to each attached file.



Be sure to add a Document Description to each attached file.