



Texas Department of Insurance Individual Insurance License Application

This application is only for applicants who must take or have taken a Prometric examination and applicants for a temporary license. Other applicants must use the Texas Department of Insurance (TDI) application (available at the agent section of www.tdi.texas.gov).

Mail this completed application to: Oak Hill Technology, Inc., 5508 Hwy. 290 West, Suite 202, Austin, TX 78735. Do not send this application to TDI. **OR**, complete this application electronically at www.sircon.com/texas.

Questions: For assistance in completing this application, please call 866.267.0455, between 8 a.m. and 5 p.m. (Central time), Monday through Friday.

All applications are subject to further review. Any affirmative response to a screening question may extend processing times. Failure to disclose criminal history information may result in denial of license.

Part I. To Be Completed By All Applicants

Applicants must choose only one license type, which must match the examination the applicant has taken or will take. Adjusters should read Part II of this application before continuing.

Important information about this application and the examinations appears in the *Texas Insurance Licensing Candidate Information Bulletin*. Before completing this application, please read this bulletin.

License Type: (Check only one box.)	
<input type="checkbox"/> *General Lines - Life, Accident and Health Agent (§4054.051)	<input type="checkbox"/> *Limited Lines Agent (§4054.101 and 4051.101)
<input type="checkbox"/> *General Lines - Property and Casualty Agent (§4051.051)	<input type="checkbox"/> *Life Agent (§§4054.301-.304)
<input type="checkbox"/> Insurance Service Representative (§4051.151)	<input type="checkbox"/> Adjuster - All Lines (Chapter 4101)
<input type="checkbox"/> *Personal Lines Property and Casualty (§§4051.401 - .404)	<input type="checkbox"/> Adjuster - Property and Casualty (Chapter 4101)
<input type="checkbox"/> *Managing General Agent (Chapter 4053)	<input type="checkbox"/> Adjuster - Workers Compensation (Chapter 4101)
<input type="checkbox"/> Surplus Lines Agent (§981.202)	<input type="checkbox"/> Risk Manager (Chapter 4153)
<input type="checkbox"/> Life and Health Insurance Counselor (Chapter 4052)	<input type="checkbox"/> Public Insurance Adjuster (Chapter 4102)

All references relate to the Texas Insurance Code.

**Temporary licenses are available only for these license types.*

License Fees: Fees are \$50 per license type, or \$150 for a temporary license. Fees must be paid by company check, certified check or money order, made payable to Prometric. Please note that examination fees must be paid separately from license fees. **All license fees are nonrefundable and nontransferable.**

Demographic Information: Please read carefully and print legibly in capital letters using ink.

1. Applicant's Full Legal Name (nicknames and abbreviations are not acceptable).

Last Name First Name Middle Name Suffix

2. Applicant's Social Security Number, Date of Birth and Daytime Phone Number (the application cannot be processed without this information).

Social Security Number Date of Birth (MM DD YY) Daytime Phone Number EXT

Disclosure of Social Security Number is required by the *Texas Family Code* § 231.302, and will be maintained as part of the applicant's file.

3. Official Mailing Address (required). This is the address of record with TDI. Address changes must be reported to TDI as required in the *Texas Insurance Code*, § 4001.252.

Number and Street or PO Box Apartment, Suite, Etc.

City State Zip Code Email Address

4. **Business Address (required).** This **must be** your primary office address where you will maintain business records of Texas insurance transactions. P.O. Boxes are **not** acceptable.

Number and Street (Must be the physical location - PO Box not allowed)	Apartment, Suite, Etc.
City	State
	Zip Code

5. **Applicant's E-mail Address.** *E-mail will be when corresponding with TDI.*

E-mail Address Required

APPLICATIONS WILL NOT BE PROCESSED UNTIL PROPER DOCUMENTATION OR DETAILS ARE RECEIVED AND A REVIEW IS COMPLETED.

All applications are subject to further review. Any affirmative response to a screening question may extend processing times. Failure to disclose criminal history information may result in denial of license.

6. **Excluding traffic violations and first offense DWI :**

a. Do you currently have any pending misdemeanor or felony charges (by indictment, information or any other instrument) filed against you in Texas, in any other state or by the federal government?	<input type="checkbox"/> No <input type="checkbox"/> Yes
b. Have you ever been convicted of any misdemeanor or felony offense in Texas, in any other state or by the federal government?	<input type="checkbox"/> No <input type="checkbox"/> Yes
c. Have you ever had adjudication deferred on any misdemeanor or felony charge or offense in Texas, in any other state or by the federal government?	<input type="checkbox"/> No <input type="checkbox"/> Yes
d. Have you ever served any period of probation for any misdemeanor or felony offense in Texas, in any other state or by the federal government?	<input type="checkbox"/> No <input type="checkbox"/> Yes

If you answered **"yes"** to any of questions 6a-d, you must submit original **certified** copies of the charging document, indictment, information, or any other charging document, judgment of conviction, and/or deferred adjudication order, probation order, order terminating probation, community supervision and/or parole certificate for each and every crime or offense. If the court states they no longer have the records, please have the court provide us with a letter on their letterhead stating that fact. If you were arrested only and not prosecuted, please provide a records search from the appropriate jurisdiction indicating a final disposition. You must submit a statement describing the circumstances leading to the offense(s). You must include your age at the time(s) of the offense(s). You may provide letters of recommendations from any persons in contact with you who are aware of your criminal past.

7. Have you ever applied for a letter of consent, as required under 18 U.S.C. 1033(e), from any insurance regulatory official from Texas or any other state? No Yes

If you answered "Yes" , the application will not be processed until you provide full details of the outcome of that proceeding and all supporting documents to the Texas Department of Insurance.
If you answered "No" , and you have been convicted of any criminal felony involved dishonesty or breach of trust, or an offense under 18 U.S.C. 1033, the application will not be processed until you submit a signed and notarized request for written consent with all supporting documentation to the Texas Department of Insurance.

8. Have you or has any corporation, partnership, association or firm in which you were a director, officer, shareholder, manager, member, or partner ever been the subject of an administrative or legal action filed by Texas or any other insurance department, or financial regulatory agency, or of an action filed on behalf of Texas or any other state or by the federal government based on alleged violations of state or federal insurance, securities or financial regulatory laws that you have not previously reported to the Texas Department of Insurance?

<input type="checkbox"/> No <input type="checkbox"/> Yes	If you answer "yes," a license will not be issued until full details of the administrative or legal action are provided.
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9. Are you indebted to any policyholder, insurance or reinsurance company, insurance agency, general agent, managing general agency, premium finance company, or court-appointed liquidator for premiums collected or commissions retained, or have any claims or judgments been filed against you for retaining premiums or commissions?

<input type="checkbox"/> No <input type="checkbox"/> Yes	If you answer "yes," a license will not be issued until full details of the of the indebtedness are provided.
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10. Have you ever had an agency contract or company appointment canceled for cause (e.g., misrepresentation, misappropriation, etc.)?

<input type="checkbox"/> No <input type="checkbox"/> Yes	If you answer "yes," a license will not be issued until full details are provided. Cancellation for cause does not include cancellation due to expiration (nonrenewal).
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11. During the last six months, have you applied for or received a temporary license of the type for which you are now applying?

No Yes

If you answer "yes," a temporary license will not be issued. A temporary license may not be renewed or issued more than once in a consecutive six-month period to the same applicant.

Part II. All Lines Adjusters, Property and Casualty Adjusters, and Workers Compensation Adjusters ONLY

Public Insurance Adjusters must use Part III.

Adjusters may add additional qualifications without completing a new application by submitting to TDI a copy of the existing adjuster license along with a copy of the approved course certificate, or by passing the Prometric examination. The Certificate of Completion must show that within the past 12 months the adjuster has completed a certified adjuster prelicensing education program and passed an examination.

12. Adjuster applicants must complete this part with the name of the firm or insurer with whom they will be employed or, if self-employed, with the applicant's name.

Name of Firm or Insurer (or Applicant Name, if Self-Employed)

Part III. Public Insurance Adjusters ONLY

Public Insurance Adjuster license applicants must complete this part and parts I and VIII of this application.

13. Provide the name and license number of the currently licensed firm or person for whom you will be employed as a public insurance adjuster. If self-employed, enter your name.

Name of Employer (or Applicant Name, if Self-Employed)

Employer's Texas Public Insurance Adjuster License Number

14. **Financial Responsibility.** Each public insurance adjuster license applicant must demonstrate proof of financial responsibility with a surety bond executed with the applicant as sole principal in the amount of not less than \$10,000 payable to the Texas Department of Insurance on a bond form available from TDI or at the agent section of www.tdi.texas.gov. See *Texas Insurance Code* §4102.105 and 28 *Texas Administrative Code* §§19.705-19.707. The original bond must be attached to this application. Individual applicants who have registered with TDI as a Public Insurance Adjuster Trainee may meet the financial responsibility requirement by maintaining the bond that was used for the Trainee registration.

I have attached my original Public Insurance Adjuster Bond.

I have maintained my Public Insurance Adjuster Trainee Bond.

15. **Fingerprints.** Each public insurance adjuster license applicant **must** file with this application a receipt from L1 Enrollment Services or Prometric evidencing that the applicant's fingerprints have been electronically submitted to the Texas Department of Public Safety (DPS). Nonresident applicants must submit a fingerprint receipt. The fingerprint receipt is required unless previously submitted to TDI with another license application or filing and the license or registration is still active.

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation in accordance with applicable statutes.

I have an active TDI license or registration and I have already submitted fingerprints to TDI with another license application; or

I have attached a copy of my fingerprint receipt.

16. Criminal History Record. Each nonresident public insurance adjuster license applicant must file with this application an original criminal history record of the applicant obtained from the state law enforcement agency of the applicant's state of residence. I have attached my criminal history records.

<input type="checkbox"/> No, I am a resident of Texas	<input type="checkbox"/> Yes, the record is attached.
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17. Agent for Service of Process. All nonresident applicants for a public insurance adjuster license must provide the name and address of their agent for service of process in the State of Texas as required in *Texas Insurance Code*, §4102.107.

Name of Texas Agent for Service of Process		
Texas Address of Agent for Service of Process		
	TX	
City	State	Zip Code

Part IV. Surplus Lines Agents ONLY

18. Provide your current Texas General Lines—Property and Casualty Agent or Texas Managing General Agent TDI license number. (You must hold a current General Lines—Property and Casualty license or a Managing General Agent license to qualify for a Surplus Lines license.)

TDI License Number: _____

TDI License Type: _____

Part V. Insurance Service Representatives ONLY

19. Certificate for Insurance Service Representatives. Must be completed by the appointing licensed General Lines—Property and Casualty Agent or Personal Lines Property and Casualty Agent or an officer or partner of a licensed General Lines—Property and Casualty Agency or Personal Lines Property and Casualty Agency.

CERTIFICATE FOR INSURANCE SERVICE REPRESENTATIVES		
<p>This is to certify that the above-mentioned applicant is appointed to act as an Insurance Service Representative (ISR) for this General Lines—Property and Casualty Agent/Agency or Personal Lines Property and Casualty Agent/Agency in the State of Texas, subject to the applicant's qualifying for a license. If and when this appointment is terminated or canceled, the Department must be notified immediately of such termination. The ISR Transfer/Cancel Employment Form LHL208 may be found at the agent page of www.tdi.texas.gov.</p>		
<p><input type="checkbox"/> Appointing General Lines—Property and Casualty or Personal Lines Property and Casualty AGENT:</p>		
<p>_____ SIGNATURE of Sponsoring Agent</p>	<p>_____ PRINT or TYPE Sponsoring Agent's Legal Name (As it appears on the current license)</p>	<p>_____ Agent's TDI License Number</p>
<p><input type="checkbox"/> Appointing General Lines—Property and Casualty or Personal Lines Property and Casualty AGENCY:</p>		
<p>_____ SIGNATURE of Agency Officer or Partner</p>	<p>_____ PRINT or TYPE Signing Officer's or Partner's Name</p>	
<p>_____ PRINT or TYPE Sponsoring Agency's Name (As it appears on the current license)</p>	<p>_____ Agency's TDI License Number</p>	
<p>DATE SIGNED _____</p>		

Part VI. Notice of Appointment (General Lines Agents [GL], Life Agents [LAGT], Limited Lines Agents [LL], Managing General Agents [MGA], and Personal Lines Property and Casualty Agents [PLPC] ONLY)

20. Notice of Appointment. To make a company or subagent appointment with the license application, the Notice of Appointment form on Page 35 must be signed in ink by an authorized appointing official of the appointing INSURANCE COMPANY, AN EXECUTIVE OFFICER OR PARTNER OF THE SPONSORING AGENCY, OR THE SPONSORING INDIVIDUAL AGENT. The form will be rejected if it does not contain the title and original signature of the signing representative. The applicant's signature will not be accepted. The Notice of Appointment must include the date the form is signed. A Notice of Appointment does **not** apply to Insurance Adjuster, Public Insurance Adjuster, Risk Manager, Surplus Lines, Insurance Service Representative, or Life and Health Insurance Counselor licenses.

Temporary License. Only applicants for a General Lines Agent, Life Agent, Limited Lines Agent, Managing General Agent, or Personal Lines Property and Casualty Agent License may apply for a temporary license with this application. If a temporary license is requested by the appointing company, agency or agent and if the company, agency or agent and applicant are eligible, TDI will issue such a license for a period of 90 days, without examination. A temporary license may not be renewed or issued more than once in a consecutive six-month period to the same applicant. **A temporary license application must include a completed Notice of Appointment. Applicants for a Limited Lines or Managing General Agent license may only be appointed by an Insurance company.**

Insurance Company Appointments. If a completed Notice of Appointment is not received with a General Lines Agent, Life Agent, Limited Lines Agent, Managing General Agent, or Personal Lines Property and Casualty Agent License application, the license may be issued. However, not later than the 30th day after the effective date of the agent's appointment by the insurance company, a TDI Notice of Appointment with the \$10.00 fee must be submitted to TDI.

Subagent Appointments. A licensed and appointed agent must submit a completed TDI Notice of Appointment with the \$10.00 fee to notify TDI of the appointment of a subagent. **ONLY GENERAL LINES AGENTS, PERSONAL LINES PROPERTY AND CASUALTY AGENTS AND LIFE AGENTS MAY APPOINT SUBAGENTS OR BE APPOINTED AS SUBAGENTS.**

- A General Lines — Life, Accident and Health Agent may appoint a General Lines — Life Accident and Health Agent or a Life Agent.
- A Life Agent may appoint a General Lines — Life Accident and Health Agent or a Life Agent.
- A General Lines — Property and Casualty Agent may appoint a General Lines — Property and Casualty Agent or a Personal Lines Property and Casualty Agent.
- A Personal Lines Property and Casualty Agent may appoint a General Lines — Property and Casualty Agent or a Personal Lines Property and Casualty Agent.

NOTICE OF APPOINTMENT FOLLOWS ON THE NEXT PAGE.

PLEASE FOLLOW INSTRUCTIONS ON PREVIOUS PAGE.

NOTICE OF APPOINTMENT FOR GL, LAGT, LL, MGA AND PLPC APPLICANTS

APPLICANT'S FULL LEGAL NAME (AS SHOWN IN PART I OF THIS APPLICATION) _____

Only ONE sponsor per application. Enter company, agency or agent information.

Name of Insurance Company appointing a GL, LAGT, LL, MGA or PLPC applicant:

APPOINTING COMPANY NAME (GROUP NAMES NOT ACCEPTABLE) _____

NAIC NUMBER OF APPOINTING COMPANY _____

OR—Name of Individual Agency sponsoring a GL, LAGT or PLPC as a Subagent:

SPONSORING AGENCY NAME
(AS IT APPEARS ON THE CURRENT AGENCY LICENSE) _____

AGENCY TAX ID NUMBER _____

OR—Name of Agent sponsoring a GL, LAGT or PLPC as a Subagent:

SPONSORING AGENT NAME
(AS IT APPEARS ON THE CURRENT AGENT LICENSE) _____

SSN OF SPONSORING INDIVIDUAL AGENT _____

Temporary License: (for GL, LIFE, LL, MGA, or PLPC license types only):

Does this company, agency or agent want the above named applicant to receive a temporary license to act as a full-time agent in accordance with the provisions of the Texas Insurance Code? **No** **Yes**

If "Yes," please provide the telephone number of the office where the agent will be assigned: (_____) _____

Managing General Agent: This section must be completed by an officer of the appointing company or carrier having personal knowledge that the applicant has had experience or instruction that would qualify the applicant as a managing general agent.

- Will the above managing general agent applicant have claim settlement authority for the company or carrier? Yes No
- Does the claim settlement authority exceed \$25,000 on any one claim? Yes No
- Does the claim settlement authority include third-party liability other than property damage? Yes No
- Are funds exceeding \$100,000 customarily held by the managing general agent for the purpose of paying losses and loss adjustment expenses for the company or carrier? Yes No

The Appointing Official must read and sign the following statements:

This is to certify that the above-mentioned applicant is appointed to act as an agent for this company OR a subagent for my agency OR a subagent for me in the State of Texas subject to the applicant's qualifying for a license. If and when this appointment is terminated or canceled, the Department will be notified immediately of such termination.

This applicant meets the requirements as set out in the *Texas Insurance Code* and the rules and regulations promulgated by the Texas Department of Insurance for the type of license applied for herein.

I acknowledge my responsibility for ensuring that the applicant receives training if required by the *Texas Insurance Code*.

SIGNATURE of Appointing Official of Appointing Insurance Company
OR Executive Officer or Partner of Appointing Agency
OR Appointing Individual Agent _____

PRINT OR TYPE Appointing Official's Legal Name and Title
OR Officer's or Partner's Legal Name and Title
OR Individual Agent's Legal Name _____

DATE SIGNED _____

Part VII. Background Information and Fingerprints

This part must be completed by all applicants except Public Insurance Adjuster applicants. Public Insurance Adjuster license applicants must complete Part III and skip this part.

21. I am a **resident** of Texas:

- | |
|--|
| a. <input type="checkbox"/> Yes, I have attached a copy of my fingerprint receipt from L1 Enrollment Services or Prometric evidencing that my fingerprints have been submitted to the Texas Department of Public Safety; OR |
| b. <input type="checkbox"/> Yes, I have an active TDI license and I have already submitted fingerprints to TDI with another license application; OR |
| c. <input type="checkbox"/> I am not a resident of Texas (answer question #22). |

Resident applicants must include a fingerprint receipt unless the applicant (1) has an active TDI license; and (2) submitted fingerprints to TDI with another license application. Fingerprints will be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation in accordance with applicable statutes.

22. I am a **nonresident** of Texas and have attached my criminal history records that I have acquired from my resident state's law enforcement agency. No Yes

All nonresident license applicants who do not hold a current insurance license in good standing in the applicant's state of residence shall, through the law enforcement agency of the state of residence, submit a copy of the applicant's criminal history records. If the resident state will not provide a criminal history record for licensing purposes, the applicant must provide a fingerprint receipt from L1 or Prometric. See Page 7 of this Bulletin for complete fingerprinting instructions.

Part VIII. Individual Applicant Signature Page (to be completed by all applicants)

All Applicants must read, sign and have this section notarized **before** submitting the license application.

23. I have read the Texas Insurance Licensing Candidate Bulletin and I hereby certify that I have personally answered each of the questions herein and that the answers are true and correct to the best of my knowledge and belief. I further certify that I am aware of the provisions of the *Texas Insurance Code* and the rules and regulations promulgated by the Texas Department of Insurance which relate to the issuance of the license for which I am applying and the grounds under which such license may be denied, suspended, revoked or non-renewed, and that I meet the requirements for the license type applied for herein. I further acknowledge that I am subject to both disciplinary action and criminal prosecution if my application contains a false, fictitious, or fraudulent statement or entry with regard to any material fact.

I understand that fingerprints provided with this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation in accordance with applicable statutes.

I acknowledge and understand that I have the duty to inform the Commissioner of Insurance of any disciplinary action taken against me in any other state in which I may be licensed, within thirty (30) days of the happening of such disciplinary action.

I further acknowledge that I have the duty to update the information contained on this application, including a change of my address, and that failure to do so may constitute grounds for revocation or suspension of my insurance license(s).

*I understand all applications are subject to further review. Any affirmative response to a screening question may extend processing times. **Failure to disclose criminal history** information may result in denial of license.*

SIGNATURE OF APPLICANT

Full Legal Name of Applicant (print or type)

The State of _____, County of _____,

Before me, _____, on this day personally appeared
(PRINTED NAME OF NOTARY PUBLIC)

_____, known to me (or proved to me on the oath of
(PRINTED FULL LEGAL NAME OF APPLICANT)

_____ or through _____)
(PRINTED NAME OF WITNESS KNOWN TO NOTARY PUBLIC) (DESCRIPTION OF IDENTITY CARD OR OTHER DOCUMENT)

to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____
(NOTARY SEAL)

(NOTARY PUBLIC SIGNATURE)

Notary Public, State of _____

DO NOT SEND THIS APPLICATION TO TDI.
SEND COMPLETED APPLICATION, COMPANY CHECK, CERTIFIED CHECK OR MONEY ORDER AND OTHER REQUIRED DOCUMENTATION TO:

Oak Hill Technology
 ATTN: Texas Insurance Application
 5508 Hwy. 290 West, Suite 202
 Austin, TX 78735-8816
 Phone: 866.267.0455

General Information

Application sections to be completed by license type								
License Type	Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII	Part VIII
1. General Lines LAH Agent *	•					X	•	•
2. General Lines P&C Agent *	•					X	•	•
3. Personal Lines Property and Casualty Agent	•					X	•	•
4. Limited Lines Agent *	•					X	•	•
5. L&H Insurance Counselor	•						•	•
6. Life Agent *	•					X	•	•
7. Insurance Service Representative	•				•		•	•
8. Managing General Agent *	•					X	•	•
9. Surplus Lines Agent	•			•			•	•
10. Risk Manager	•						•	•
11. Adjuster – All Lines	•	•					•	•
12. Adjuster – P&C	•	•					•	•
13. Adjuster – Workers' Comp	•	•					•	•
14. Public Insurance Adjuster	•		•					•

*Temporary licenses are available only for these license types.

X—Mandatory for those requesting a temporary license, optional for others.

Fees are \$50 per license type, or \$150 for a temporary license. Fees must be paid by company check, cashier's check or money order, made payable to Prometric, or by Visa or MasterCard. All license fees are nonrefundable and nontransferable.

Notice About Certain Information Laws and Practices: With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under Sections 552.021 and 552.023 of the *Texas Government Code*, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under Section 559.004 of the *Texas Government Code*, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's Legal and Regulatory Affairs Program at AgencyCounsel@tdi.state.tx.us or you may refer to the Corrections Procedure section of TDI's Web site at www.tdi.texas.gov.

PROMETRIC
Oak Hill Technology, Inc.
Attn: TX Insurance
5508 Hwy. 290 West
Suite 202
Austin, TX 78735-8816
866.267.0455

Register online at www.prometric.com/texas



Register any time, day or night!

You can register, schedule, and pay for your exam online in a secure environment, at your convenience.



Confirm your appointment immediately!

Your appointment is confirmed before you leave our Web site.

See Page 9 for details.

**FIRST
CLASS
MAIL**