

**Texas Department of Insurance**  
**Application for Individual Agent License**

Mail application to: **DataStream Technologies**  
18568 Forty Six Pkwy, Suite 2001  
Spring Branch, TX 78070  
(888) 325-6580

**Do Not send this application directly to TDI.**

**Applicant General Information Guide beginning on page 10.**

This application form is to be used by individuals required to pass a qualifying examination through Pearson VUE. It must be typed or printed in ink. Those applicants required to take a qualifying examination must contact Pearson VUE at **888-754-7667** or at [www.pearsonvue.com/tx/insurance](http://www.pearsonvue.com/tx/insurance) for application information and examination reservations.

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 individual applicants**

Applicants must choose only one license type. Those who wish to apply for more than one license type must submit a separate application and fee for each type. **Adjusters should read PART II of this application before continuing.**

**License Types (check only one per application):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> General Lines—Life, Accident & Health | <input type="checkbox"/> Limited Lines                    | <input type="checkbox"/> Adjuster—All Lines   |
| <input type="checkbox"/> General Lines—Property & Casualty     | <input type="checkbox"/> Insurance Service Representative | <input type="checkbox"/> Adjuster—Property & Casualty                               |
| <input type="checkbox"/> Life                                  | <input type="checkbox"/> Managing General Agent           | <input type="checkbox"/> Adjuster—Workers' Compensation                             |
| <input type="checkbox"/> Life & Health Insurance Counselor     | <input type="checkbox"/> Surplus Lines                    | <input type="checkbox"/> Adjuster—All Lines Designated Home State Texas             |
| <input type="checkbox"/> Personal Lines Property and Casualty  | <input type="checkbox"/> Risk Manager                     | <input type="checkbox"/> Adjuster—P&C Designated Home State Texas                   |
|  | <input type="checkbox"/> Public Insurance Adjuster        | <input type="checkbox"/> Adjuster—Workers' Compensation Designated Home State Texas |

**License Fees:** Fees are **\$50** per license type, or **\$150** for a temporary license. **Make check or money order payable to Pearson VUE. All license fees are nonrefundable and nontransferable.**

**Applicant Information—Please read carefully and provide all requested information.**

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. Disclosure of Social Security Number is required by the Texas Family Code § 231.302.

\_\_\_\_\_  
SOCIAL SECURITY NUMBER DATE OF BIRTH (MM/DD/YY) DAYTIME PHONE NUMBER EXT

3. **Official Resident Address (required)**—This address is where you live.

\_\_\_\_\_  
STREET, PHYSICAL LOCATION, ROUTE APARTMENT, SUITE, ETC.

\_\_\_\_\_  
CITY STATE ZIP CODE

4. **Official Mailing Address (required)**—This is the address of record with TDI.

\_\_\_\_\_  
STREET, PHYSICAL LOCATION, ROUTE OR P.O. BOX APARTMENT, SUITE, ETC.

\_\_\_\_\_  
CITY STATE ZIP CODE

5. **Business Address (required)**—This **must be** your primary office address where you will maintain business records of Texas insurance transactions.

NUMBER & STREET (MUST BE PHYSICAL LOCATION—PO. BOX NOT ACCEPTED)

APARTMENT, SUITE, ETC.

CITY

STATE

ZIP CODE

6. **Applicant's E-mail Address (required)**—E-mail will be used only as option when corresponding with TDI, Pearson VUE, or DataStream Technologies.

E-MAIL ADDRESS

**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.*

7. Excluding traffic violations and first offense DWI:
- 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?  
 No  Yes
  - Have you ever been **convicted of any misdemeanor or felony offense** in Texas, in any other state or by the federal government?  
 No  Yes
  - 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?  
 No  Yes
  - 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?  
 No  Yes

*If you answered "Yes" to any of questions 7a-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 that are aware of your criminal past.*

8. 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 answer "Yes," the application will not be processed until you provide full details of the outcome of that proceeding and all supporting documents to the department.*

*If you answer "No," and you have been convicted of any criminal felony involving 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 department.*

9. 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?

No  Yes

*If you answer "Yes," a license will not be issued until full details of the administrative or legal action are provided.*

10. 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?

No  Yes

*If you answer "Yes," a license will not be issued until full details of the indebtedness are provided.*

11. Have you ever had an agency contract or company appointment cancelled for cause (e.g., misrepresentation, misappropriation, etc.)?

No  Yes

*If you answer "Yes," a license will not be issued until full details are provided. Cancellation for cause does not include cancellations due to license expiration (nonrenewal).*

12. During the last 6 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.*

13. Do you qualify as any of the following?

a. "Military service member" – means a person who is currently serving in the armed forces of the United States, or in a reserve component of the armed forces including the National Guard, or in a state military service of any state.

No  Yes

b. "Military spouse" – means a person who is married to a military service member who is currently on active duty.

No  Yes

c. "Military veteran" – means a person who has served in the army, navy, air force, marine corps, or coast guard of the United States, or in an auxiliary service of one of those branches of the armed forces.

No  Yes

**NOTE: If you answer "YES" to any to the above question, please mark the top of the Front Page of this application with a highlighted "M".**

## Part II-Adjusters

*Public Insurance Adjusters use Part III*

### All Lines Adjusters, Property & Casualty Adjusters, and Worker's Compensation Adjuster Only

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 Pearson VUE 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.

1. **Adjuster applicants** – Must be completed with the name of the firm or insurer with whom they will be employed or, if self employed, with the applicant's name.

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NAME OF FIRM OR INSURER (OR APPLICANT NAME, IF SELF-EMPLOYED)

2. **Nonresident Adjuster Designated Home State Texas Applicants Only** – I am a resident of another state that does not license adjusters for the line of authority sought, I reside in a state that permits residents of Texas to act as an adjuster in that state, and I request that Texas be the designated home state of the adjuster license for which I am applying. (TIC §4101)

I understand that by designating Texas as the home state, I am subject to Texas license qualifying examination and compliance with Texas' adjuster continuing education and fingerprinting requirements. (Texas Insurance Code (TIC) §4101.054, §4101.059 and 28 Texas Administrative Code (TAC) §§19.1001-19.1020, Texas Insurance Code (TIC) §4001.103)

No  Yes

### Part III–Public Insurance Adjusters Only

#### Public Insurance Adjuster license applicants must complete this part of this application.

1. Provide the name of the currently licensed firm or person for whom you will be employed as a public insurance adjuster (PIA), or if self-employed, enter your name.

NAME OF EMPLOYER (OR APPLICANT NAME, IF SELF-EMPLOYED)

EMPLOYER'S TEXAS PIA LICENSE NUMBER

2. **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 at [www.tdi.texas.gov/forms/form11.html](http://www.tdi.texas.gov/forms/form11.html). See *Texas Insurance Code*, § 4102.105 and *28 Texas Administrative Code* §§19.705–19.707. The original bond must be attached to this application.

I have attached my original Public Insurance Adjuster Bond.

No  Yes

3. **Fingerprints**–All resident and nonresident **public insurance adjuster** license applicants must file with this application an electronic FAST Fingerprint Pass Receipt or a receipt from MorphoTrust confirming an original fingerprint card and completed FAST Fingerprint Card Scan Authorization Form with a \$39.70 check or money order payable to L1 was sent to MorphoTrust. If fingerprints were previously submitted to TDI for another application and the applicant continues to hold an active license, then a fingerprint receipt is not required. For complete information regarding fingerprinting, see page 11 of this form.

Fast Fingerprint Pass Receipt (see page 11 for complete fingerprinting instructions) is attached, or I hold active TDI License Number \_\_\_\_\_, and previously submitted fingerprints to TDI.

**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.**

4. **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 original criminal history records.

No, I am a resident of Texas  Yes, the record is attached.

5. **Public Insurance Adjuster Contract Requirements** – Effective January 1, 2014, contract requirements under amended **Texas Administrative Code (TAC) §19.701, §19.708 and §19.713** apply to all applicants for a Public Insurance Adjuster (PIA) license. The contract you propose to use must be submitted with the original PIA license application. Please review your contract to insure compliance with all contract requirements as outlined in the TAC. TDI has developed Form **FIN535**, Public Insurance Adjuster Contract, that contains the required standard contract language. This form may be viewed at <http://www.tdi.texas.gov/forms/form11.html>.

The failure by a Public Insurance Adjuster to use a property authorized and approved contract may result in suspension, nonrenewal, revocation of the Public Insurance Adjuster's license, or other administrative penalty (ref. TAC §19.708(f)).

- a. I have reviewed TDI form FIN535 and I will be using that contract form with my clients once licensed.

No, If no, answer 6b below  Yes

- b. I have developed my own contract form that meets all requirements as outlined in **TAC §19.701 and §19.708**. I have attached a copy of my proposed contract form for TDI's review and approval.

No  Yes

**Note: Your application for a PIA license cannot be approved until you have registered an approved contract with the department.**

6. **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

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

### Part IV—Surplus Lines Agents Only

To qualify for a Texas Surplus Lines License, you must hold a current Texas General Lines-Property and Casualty License or a current Texas Managing General Agent License (TIC §981.203).

Provide your underlying license type and current Texas license number.

\_\_\_\_\_  
UNDERLYING LICENSE TYPE

\_\_\_\_\_  
TDI LICENSE NUMBER

### Part V—Insurance Service Representatives Only

**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

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](http://www.tdi.texas.gov).

#### Appointing General Lines—Property and Casualty or Personal Lines Property and Casualty AGENT:

\_\_\_\_\_  
SIGNATURE OF SPONSORING AGENT

\_\_\_\_\_  
PRINT OR TYPE SPONSORING AGENT'S LEGAL NAME  
(AS IT APPEARS ON THE CURRENT LICENSE)

\_\_\_\_\_  
AGENT'S TDI LICENSE NUMBER

#### Appointing General Lines—Property and Casualty or Personal Lines Property and Casualty AGENCY:

\_\_\_\_\_  
SIGNATURE OF AGENCY OFFICER OR PARTNER

\_\_\_\_\_  
PRINT OR TYPE SIGNING OFFICER'S OR PARTNER'S NAME

\_\_\_\_\_  
PRINT OR TYPE SPONSORING AGENCY'S NAME NUMBER  
(AS IT APPEARS ON THE CURRENT LICENSE)

\_\_\_\_\_  
AGENCY'S TDI LICENSE NUMBER

\_\_\_\_\_  
DATE SIGNED (MM/DD/YY)

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

**Notice of Appointment.** To make a company or subagent appointment with the license application, the Notice of Appointment form on page 6 of 11 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 Agents [GL], Life Agents [LAGT], Limited Lines Agents [LL], Managing General Agents [MGA], Personal Lines Property and Casualty Agents [PLPC] may apply for a temporary license with this application. If a temporary license is requested by the appointing company and if the company 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.**

**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.** 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.

Applicants for a Limited Lines or Managing General Agent License cannot be appointed by an agency or agent.

**NOTICE OF APPOINTMENT FOLLOWS ON THE NEXT PAGE.**

**PLEASE FOLLOW INSTRUCTIONS ON PREVIOUS PAGE.**  
**NOTICE OF APPOINTMENT FOR GL, LAGT, LL, MGA, PLPC**

FULL LEGAL NAME OF APPLICANT (PRINT OR TYPE) LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

**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 Agency sponsoring a GL, LAGT or PLPC applicant as a Subagent:**

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

AGENCY TAX ID NUMBER

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

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

SSN OF SPONSORING INDIVIDUAL AGENT

**Temporary License: (for GL, LAGT, PLPC, LL, MGA license types only):**

Does this company 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?

Yes  No

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 FULL LEGAL NAME AND TITLE  
OR OFFICER'S OR PARTNER'S FULL LEGAL NAME AND TITLE  
OR INDIVIDUAL AGENT'S FULL LEGAL NAME AND TITLE

DATE SIGNED (MM/DD/YY)

## 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.

1. I am a **resident** of Texas and:

- a. I have attached a copy of my fingerprint receipt evidencing that my fingerprints have been submitted to the Texas Department of Public Safety (see page 11 for complete fingerprinting instructions) **or**
- b. I have an active TDI agent/adjuster license and I have already submitted fingerprints to TDI **or**
- c. I have an active TDI license or registration, other than an agent/adjuster license, and I have already submitted my fingerprints to TDI with a \_\_\_\_\_  
TYPE OF APPLICATION OR FILING

on \_\_\_\_\_  
DATE FINGERPRINTS SUBMITTED TO TDI (MM/DD/YY)

Resident applicants must include a copy of their fingerprint receipt unless the applicant (1) has an active TDI license or registration and (2) submitted fingerprints to TDI with another license application or TDI filing. **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.**

2. I am a **nonresident** of Texas applying for a **Designated Home State Adjuster** License, and I am a resident of another state that does not license adjusters for the line of authority sought on page 1. I have met the Texas fingerprint requirement by either a or b or c as I have indicated below.

- a. I have attached a copy of my fingerprint receipt evidencing that my fingerprints have been submitted to the Texas Department of Public Safety (see page 11 for complete fingerprinting instructions) **or**
- b. I have an active TDI agent/adjuster license and I have already submitted fingerprints to TDI **or**
- c. I have an active TDI license or registration, other than an agent/adjuster license, and I have already submitted my fingerprints to TDI with a \_\_\_\_\_  
TYPE OF APPLICATION OR FILING

on \_\_\_\_\_  
DATE FINGERPRINTS SUBMITTED TO TDI (MM/DD/YY)

3. I am a **nonresident of Texas, and I have met the background information requirement** as follows:

- a. I have attached my criminal history records that I have acquired from my resident state's law enforcement agency **or**
- b. I have attached a copy of my fingerprint receipt evidencing that my fingerprints have been submitted to the Texas Department of Public Safety.

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 evidencing that fingerprints have been submitted to the Texas Department of Public Safety (see page 11 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.**

I have read the Texas Department of Insurance Licensing Candidate Handbook and 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) LAST NAME FIRST NAME MIDDLE NAME SUFFIX

The State of, \_\_\_\_\_ County of \_\_\_\_\_,

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

\_\_\_\_\_, known to me (or proved to me  
(PRINTED FULL LEGAL NAME OF APPLICANT)

on the oath of \_\_\_\_\_ 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 \_\_\_\_\_

Send completed application along with a check or a money order that is made payable to **Pearson VUE**, and all other required documents to:

**DataStream Technologies**  
**18568 Forty Six Pkwy, Suite 2001**  
**Spring Branch, TX, 78070**  
**(888) 325-6580**

**Do not send any exam fees to DataStream Technologies.**

## General Information

LICENSE TYPE	PART I	PART II	PART III	PART IV	PART V	PART VI	PART VII	PART VIII
*General Lines–LAH (§ 4054.051)	●					◆	●	●
*General Lines–P&C (§ 4051.051)	●					◆	●	●
*Life Agent (Chapter 4054)	●					◆	●	●
Life & Health Insurance Counselor (Chapter 4052)	●						●	●
*Personal Lines Property and Casualty (Chapter 4051)	●					◆	●	●
*Limited Lines (§ 4054.101 and § 4051.101)	●					◆	●	●
Insurance Service Representative (§ 4051.151)	●				●		●	●
*Managing General Agent (Chapter 4053)	●					◆	●	●
Surplus Lines Agent (Chapter 981)	●			●			●	●
Risk Manager (Chapter 4153)	●						●	●
Public Insurance Adjuster (Chapter 4102)	●		●					●
Adjuster–All Lines (Chapter 4101)	●	●					●	●
Adjuster–P&C (Chapter 4101)	●	●					●	●
Adjuster–Workers’ Comp (Chapter 4101)	●	●					●	●
Adjuster–All Lines Designated Home State Texas (Chapter 4101)	●	●					●	●
Adjuster–P&C Designated Home State Texas (Chapter 4101)	●	●					●	●
Adjuster–Workers’ Comp Designated Home State (Chapter 4101)	●	●					●	●

● Required parts

\* A temporary license is available for this license type. A Part VI, Notice of Appointment is required for a temporary license, otherwise the Notice of Appointment is optional on this original application.

◆ Notice of Appointment is optional for these types on an original application. However, not later than the 30<sup>th</sup> day after the effective date of the agent's appointment by an insurance company, or subagent's appointment by a General Lines agent/agency, a Notice of Appointment with the \$10 fee must be submitted to TDI, if the Notice of Appointment is not made on this application.

License type information and descriptions, including examination requirements and exemptions, may be found at [www.tdi.texas.gov/licensing/agent/aglityp.html](http://www.tdi.texas.gov/licensing/agent/aglityp.html)

Send completed application along with a check or a money order that is made payable to **Pearson VUE**, and all other required documents to:

**DataStream Technologies, 18568 Forty Six Pkwy, Suite 2001, Spring Branch, TX, 78070**

### 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 on our websites.

**Fees:** 28 *Texas Administrative Code* §§ 19-801–19.802: All \$50 application and \$150 temporary license application fees are nonrefundable and nontransferable as authorized by the *Texas Insurance Code*. Make check or money order payable to Pearson VUE.

**Applicants with Expired Licenses:** If a person's license has been expired for more than 90 days but less than one year, the person may not renew the license, but is entitled to a new license without taking the applicable examination if the person submits to TDI a new application, the license fee, and an additional fee equal to one-half of the license fee. If a person's license has been expired for one year or more, the person may obtain a new license by submitting to reexamination, if examination is required for original issuance of the license, and complying with the requirements and procedures for obtaining an original license.

## General Information (continued)

**Temporary License Applicants:** Only applicants applying for a General Lines Agents [GL], Life Agents [LAGT], Limited Lines Agents [LL], Managing General Agents [MGA], Personal Lines Property and Casualty Agents [PLPC] License may apply for a temporary license with this application. The temporary license application must include a completed Notice of Appointment, Part VI. The temporary license is valid for 90 days after the date of issuance.

A temporary license may not be renewed or issued more than once in a consecutive six-month period to the same applicant.

**Nonresident Adjuster Designating Texas as Resident State** – Some states do not license adjusters. A resident of one of those states may obtain a Texas adjuster license by meeting all Texas resident license requirements and then designating Texas as the home state for the adjuster license only. Nonresident Adjuster Designating Texas as Resident State must comply with the continuing education requirements as outlined in *Texas Insurance Code* §4101.059 and 28 *Texas Administrative Code* §§19.1001-19.1020.

**Names:** Applicants must supply their full, legal name and not a nickname. For instance, a Christopher may not apply as Chris.

**Addresses:** The official Resident address provided in Part 1, number 3 is where you live. The official mailing address provided in Part I, number 4 must be your permanent mailing address and is the address of record to which licenses, official correspondence, forms, notices and other information will be sent. Address changes must be reported to TDI as required in the *Texas Insurance Code*, § 4001.252 and § 4003.009. If there are any address changes, the applicant/agent must notify TDI, in writing, either by fax to 512-490-1029 or by mail to:

**Texas Department of Insurance**  
Agent and Adjuster Licensing  
Mail Code 107-1A P O Box 149104  
Austin, TX 78714-9104

You may obtain the *Licensee Address Change Request Form* FIN533 at [www.tdi.texas.gov/forms/form11.html](http://www.tdi.texas.gov/forms/form11.html).

All address change requests must be dated and signed by the license holder.

**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 <http://www.tdi.texas.gov/rules/2006/1003e-059.html>.

Applicants claiming exemption from the fingerprint requirement based on 28 TAC §1.504(b) must provide information on the type of license application or TDI filing with which the fingerprints were submitted and the date the fingerprints were submitted to TDI.

The Texas Department of Insurance **strongly encourages 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.

Fingerprint cards are no longer accepted by TDI. Please see Exception to Electronic Fingerprinting on next page when it is not possible for you to get electronically fingerprinted.

### Electronic Fingerprinting:

*The general process for electronic fingerprinting is:*

1. **Print and complete the FAST Fingerprint Pass Form from TDI's website,** [http://www.tdi.texas.gov/forms/finagentlicense/Fastform\\_Final.pdf](http://www.tdi.texas.gov/forms/finagentlicense/Fastform_Final.pdf). You will need information from the FAST Fingerprint Pass Form to make your electronic fingerprint appointment.
2. **Schedule an appointment to be electronically fingerprinted.** You must schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. Pursuant to DPS requirements on the vendor, you will be photographed as part of the fingerprint process. You must pay the **\$39.70** fee to the vendor in a manner that is acceptable to the vendor. All electronic fingerprint appointments must be made by DPS' vendor, MorphoTrust USA (L1). The vendor has 90+ Texas fingerprint locations, including the Pearson VUE testing centers which administer the TDI agent/adjuster licensing examinations. See the FAST Pass form for complete instructions to obtain an electronic fingerprint appointment.
3. **Arrive at your scheduled appointment with your FAST Pass.** After your fingerprints and photograph are taken, the technician will give you a receipt stating that you were fingerprinted. Do not throw away the receipt. You will not get a printed fingerprint card. Your fingerprints will be sent electronically to DPS and the FBI.

4. **Attach a copy of the Fast Fingerprint Pass Receipt to your application.** A FAST Fingerprint Pass Receipt must be attached to your application if you are required to provide fingerprints. Keep the original FAST Fingerprint Pass Receipt for your records.

### **Alternative to Electronic Fingerprinting:**

*When electronic fingerprinting is not available, the following process must be followed.*

1. **Print and complete the FAST Fingerprint Card Scan Authorization Form from TDI's website at [http://www.tdi.texas.gov/forms/finagentlicense/Fastform\\_Final.pdf](http://www.tdi.texas.gov/forms/finagentlicense/Fastform_Final.pdf).** ALL information requested on the FAST Fingerprint Card Scan Authorization Form MUST be provided. That includes sex, race, date and place of birth, home address, etc. If the required information is not provided, the fingerprint card cannot be processed.
2. **Get fingerprinted by a criminal law enforcement agency on an original APPLICANT fingerprint card that includes Texas Department of Insurance ORI TX920540Z.** ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card. Blank cards may be obtained from TDI by calling (512) 676-6500 or email request to License at [License@tdi.texas.gov](mailto:License@tdi.texas.gov). **All fingerprints MUST be captured by a law enforcement agency.**
3. Make check for **\$39.70** payable to "**MorphoTrust USA**".
4. **Mail** the completed Fingerprint Card Scan Authorization Form, original fingerprint card and check to:  
**MorphoTrust USA**  
*Attn: Texas Card Scan*  
3051 Hollis Drive, Suite 310  
Springfield, IL 62704
5. **Wait for a FAST Fingerprint Pass Receipt from MorphoTrust USA.** The FAST Fingerprint Pass Receipt must be attached to the completed Application for Individual Agent License at the time it is mailed to DataStream Technologies. The FAST Fingerprint Pass Receipt allows TDI to locate criminal history information on the individual. **Do not throw away the receipt!**

**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.**

**TDI cannot complete processing an application until it receives a criminal history report from DPS and FBI for applicants required to provide fingerprints.**

**References:** You may view the *Texas Insurance Code* at <http://www.statutes.legis.state.tx.us/?link=IN> and the *Texas Administrative Code* at [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=3&ti=28&pt=1](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=3&ti=28&pt=1).