

## Title Agency Renewal Application:

The screenshot shows the Sircon website interface. At the top, there is a navigation bar with the Sircon logo and 'Test Environment' text, followed by menu items: Solutions, Services, Resources, and About Us. On the right side of the navigation bar are links for Support and Product Login. The main content area features a large banner with the headline 'Complete. Connected. Compliant.' and a sub-headline: 'Sircon helps you save money, reduce compliance risk, and accelerate time-to-revenue by getting and keeping agents / advisors authorized to sell.' Below the banner are six orange buttons: 'Apply for a License', 'Renew or Reinstatement a License' (highlighted with a blue oval and the word 'SELECT'), 'Check Application / Renewal Status', 'Print a License', 'Look up Courses or Transcript', and 'View a list of all services'. Below the banner is a section titled 'Take our quiz to see how Sircon can help you manage your compliance.' with a sub-headline: 'Insurance is all about relationships, and compliance is no exception. Sircon connects all of the compliance stakeholders together so that everyone knows who is authorized to sell.' To the right of this text is a quiz interface with the heading 'Tell us about yourself, and we'll help you find the best Sircon solution for you!' and the sub-heading 'TELL US WHO YOU ARE:'. The quiz options are 'Agent', 'Agency or Broker', 'Carrier', and 'More', each with a corresponding icon. A 'Next Question' button is located below the options, and the page number '1 of 2' is displayed at the bottom of the quiz area. The browser address bar shows the URL 'https://uat.sircon.com/index.jsp'.

Select the “**Renew or Reinstatement a License**” button.

License Renewal

**SELECT**

If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

**RENEW INSURANCE LICENSES**

Renew or reinstate an existing insurance license [Renew Insurance Licenses](#)

**RENEW ADJUSTER LICENSES**

Renew or reinstate an existing adjuster license [Renew Adjuster Licenses](#)

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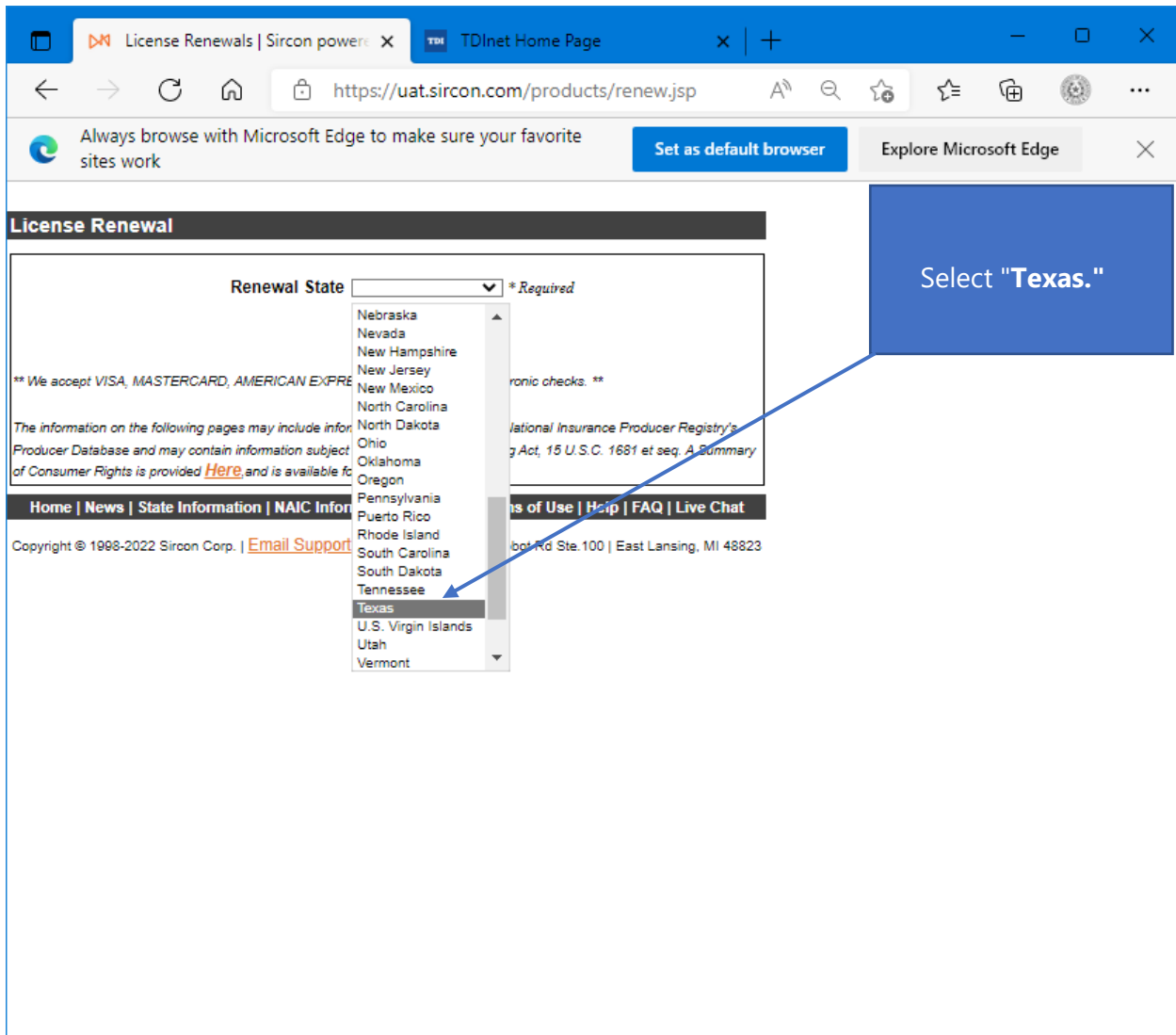
Select the “Renew Insurance Licenses” button.

The screenshot shows a web browser window with the URL <https://uat.sircon.com/products/renew.jsp>. The page title is "License Renewal". A blue banner at the top contains the text "License Renewal". Below this is a light blue information box with an 'i' icon and the text: "If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State." Below the information box is a link: "Check the Status of a Submitted License Renewal". The main content area is divided into two sections: "RENEW INSURANCE LICENSES" and "RENEW ADJUSTER LICENSES". The "RENEW INSURANCE LICENSES" section has a sub-header "Renew or reinstate an existing insurance license" and a button "Renew Insurance Licenses". Below this is a form with the question "Are you an individual or a firm?" and two radio button options: "Individual" and "Firm". The "Firm" option is selected. At the bottom of this form are "Cancel" and "Continue" buttons. The "RENEW ADJUSTER LICENSES" section has a sub-header "Renew or reinstate an existing adjuster license" and a button "Renew Adjuster Licenses". At the bottom of the page is a footer with navigation links: "Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat" and copyright information: "Copyright © 1998-2022 Sircon Corp. | Email Support | 877-876-4430 | 1500 Abbot Rd Ste. 100 | East Lansing, MI 48823".

**SELECT**

**THEN**

Select the **“Firm”** and then click **“Continue.”**



Select "Texas" from the Renewal State drop down menu.

The screenshot shows a web browser window with the URL <https://uat.sircon.com/products/renew.jsp>. The page title is "License Renewal". The form contains the following fields:

- Renewal State: Texas (dropdown menu) \* Required
- EIN: [text input] \* Required
- Resident State: [dropdown menu] \* Required
- Resident License Number: [text input] \* Required

Buttons: Continue, Cancel

Text: Don't have a resident license? [Search for a specific license](#)

Text: \*\* We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. \*\*

Text: The information on the following pages may include information provided from the National Insurance Producer Registry's Producer Database and may contain information subject to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#) and is available for viewing.

Footer: Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat

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A blue callout box on the right side of the page contains the text: "Complete the required information, including the Texas license number, and click 'Continue.'" Two blue arrows point from this box to the "Resident License Number" field and the "Continue" button.

Fill out the required data, including the **Texas license number** being renewed.

## For Title Agency License:

Compliance Express™

https://uat.sircon.com/ComplianceExpres...

### License Renewal

#### Test TA Agency

Please review the selected items you wish to renew. Note: Some States do not have Qualifications available for renewal. For these states, all associated Qualifications will be renewed when the License is renewed.

#### Texas License Renewals

Action	License Type	Lic. Number	Exp. Date
<input checked="" type="checkbox"/> Renew	Title Agency	[REDACTED]	05-31-2022

[Back](#) [Continue](#) [Cancel](#)

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Verify the data presented, then click "Continue."

Compliance Express™ x +

https://uat.sircon.com/ComplianceExpr...

### License Renewal

**Test TA Agency**  
333 GUADALUPE  
AUSTIN, TX 78701

### License Fee Summary

**i** The expiration date shown here is for the current renewal cycle only. The updated expiration date will apply to the license.

License Renewals for Texas	Lic. Number	Exp. Date	State Fee
Title Agency	[REDACTED]	05-31-2022	* \$35.00

*\*The state fees for this renewal are estimated. The final fees will be determined after all data has been entered.*

### Confirmation Email Address

Email Address  \* Required

### Texas Title Agency Renewal Questions

*\* All questions are required.*

#### Question 1

**NOTE:** For Questions 1a, 1b, and 1c "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence or a fine.

If you answer yes to any of these questions, you must attach to this application:

- a) a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

#### Question 1A

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, been convicted of, or is currently charged with, committing a misdemeanor or had a judgment withheld or deferred for a misdemeanor which has not been previously reported to this insurance department?

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in juvenile court.)

No  
 Yes

Verify the data presented,  
then  
Provide your email  
address

Answer all questions  
**carefully.**  
Attach any required  
documentation to this  
application after you  
submit the application.

Compliance Express™

https://uat.sircon.com/ComplianceExpr...

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**Question 1B**

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of, or is currently charged with committing a felony or had a judgment withheld or deferred for a felony which has not been previously reported to this insurance department?

You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court.)

No  
 Yes

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**Question 1B1**

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?

No  
 Yes  
 Not Applicable

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**Question 1B2**

If so, was consent granted? (Attach copy of 1033 consent approved by home state.)

No  
 Yes  
 Not Applicable

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**Question 1C**

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of or is currently charged with a military offense which has not been previously reported to this insurance department?

No  
 Yes

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**Question 2**

Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license, or registration, which has not been previously reported to this insurance department?

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation, sanctioned or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

a) a written statement identifying the type of license; identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,  
b) a copy of the Notice of Hearing or other document that states the charges and allegations, and  
c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

No  
 Yes

Answer all questions  
**carefully.**

Attach any required  
documentation to this  
application after you  
submit the application.

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**Question 3**

Answer the following questions if this form is for a sole proprietorship or partnership:

Is the applicant for this license a sole proprietorship or partnership?

No  
 Yes

---

**Question 3A**

Have the required number of continuing education credit hours been completed by the sole proprietor or the partner(s) who are in control?

No  
 Yes  
 Not Applicable

---

**Question 3A1**

Has TDI approved an extension or exemption?

No  
 Yes  
 Not Applicable

Answer all questions **carefully.**

Attach any required documentation to this application after you submit the application.

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### Attestation for Texas

By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. **You may report such information by scanning and electronically attaching the required documentation directly to your renewal application from the confirmation page.** If you do not have scan capability, mail it to: Texas Department of Insurance, Agent Licensing Division - MC-CO-AAL, P.O. Box 12030, Austin, Texas 78711-2030. Federal law (18 USC 1033), prohibits an individual from engaging in the business of insurance if they have been convicted of a crime involving dishonesty or breach of trust without express written consent of a commissioner of insurance.

I certify that all the information provided with this renewal application submission are true and correct.

I understand if the applicant will be conducting an insurance agency business in Texas in a name other than its full legal name, a [Registration of Assumed Name / Entity Name Change form](#) (TDI Form FIN528), must be submitted to the department for each name. The FIN528 form can be accessed from our [Information Update Forms](#) page at <http://www.tdi.texas.gov/forms/form11update.html>.

**In Addition, for Life Settlement Broker or Providers**  
I certify that the account status issued by the Texas Comptroller of Public Accounts reflects that the licensee is in good standing or temporary good standing  
or  
I certify that the licensee is not subject to the Texas Tax Code Chapter 171;  
and if a **life settlement broker**,  
I certify that the life settlement broker and each owner, partner, director, member, officer, and designated employee named in the application or in any supplement to the application, who perform acts of a life settlement broker under **Insurance Code §1111A.002(2)**, has completed training equivalent to that required of individual brokers under **§3.1723** of this title (relating to Course and Training Requirements for Brokers), unless the individual is exempted under **§3.1723(c)** of this title or has been associated with the license holder for less than two years.

**For Certificate of Registration Renewals Only:**  
In applying for a renewal of an SFMO industry certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed. I hereby authorize the Texas State Fire Marshal or his representative to enter, examine, and inspect any premises, building, room, or establishment used by my firm while engaged in the business the firm is licensed for, to determine compliance with the provisions of the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed.

**For Public Insurance Adjuster renewals only:**  
I will attach a copy of my public insurance adjuster contract and proof of financial responsibility with this submission.

**For Utilization Review Agents (URA and URAREG)**  
I have read and understood the URA application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the type of utilization review that the applicant is performing in Texas (**Texas Insurance Code, Chapters 4201 and 1305, TDI rules, Texas Labor Code provisions, and DWC rules**).

I attest that the applicant has written policies and procedures that comply with all URA statutes and rules. I understand that TDI may request, at any time, copies of all written policies and procedures that were not submitted with this renewal application.

**For Independent Review Organizations (IRO)**  
I have read and understood the IRO application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the independent review that the applicant is performing in Texas (**Texas Insurance Code, Chapters 4202, TDI rules, Texas Labor Code provisions, and DWC rules including 28 TAC 133.308**).

I attest that under penalty of applicable law that the applicant is not a subsidiary of, or in any way owned or controlled by, a payor or a trade or professional association of payors. I further state that I understand this to be a condition of licensure and any violation of this prohibition will result in forfeiture of certification as an Independent Review Organization and other administrative penalties are possible.

Agree \*Required

### Submitter Information

Producer  Authorized Submitter

Read **Attestation** carefully,  
Select **"Agree"** then Click **Continue**

### License Renewal

**Test TA Agency**  
333 GUADALUPE  
AUSTIN, TX 78701

### License Fee Summary

The expiration date shown here is for the current renewal cycle only. The updated expiration date will appear when printing the license.

#### License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee
Title Agency	[REDACTED]	05-31-2022	\$35.00
			-----
			<b>Total State Fee \$35.00</b>
			<b>Sircon Fee \$6.00</b>
			<b>Processing Fee \$2.25</b>
			=====
			<b>Total Fee \$43.25</b>

I understand that all license renewal fees are non-refundable.

NOTE: You will not be charged the above amount until you complete the payment process. If you wish to continue with this process, please click process below.

I would like to receive email notifications concerning state insurance deadlines, renewal notices, new electronic services and related issues.

Please send email notifications to:

Review information provided.

Must be checked

Supply / Verify if you would like email notifications, verify email address

Select "Process"

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### License Renewal

✔ License Renewal(s) and/or Reinstatement(s) were successfully submitted. Please review the information on this page, and then print the page for your records using the Print link below. To print a license, click the link next to the license renewal (if available).

NEXT I would like to:

- [Attach documents](#) to this application
- [Print](#) this confirmation page

Test TA Agency  
333 GUADALUPE  
AUSTIN, TX 78701

### Confirmation Information

Please review this page and print for your records. Note the status and messages below concerning each renewal. If the renewal status is Pending, you may check the status of the renewal at a later date with the License Application/Renewal Status Inquiry on the Renewal Menu. Please write down the Confirmation IDs for this purpose.

State	Lic. Number	Renewal Type	License Type	Confirm. ID	Status	Messages	Action
TX	██████	Renewal	Title Agency	44051638	Submitted	<ul style="list-style-type: none"> <li>• This license renewal request has been submitted and is under review by the State.</li> </ul>	<a href="#">How do I print my license?</a> <a href="#">View License Renewal Result Details</a>

Attach any required documents here.

Review Confirmation ID  
Review License Renewal Result Details

Compliance Express™

https://uat.sircon.com/ComplianceExpress/LicenseRenewals/licRnwIConfirm.do?submit=vi...

[Print](#)

### License Renewal Result Details

No of Records: 1 04-22-2022 10:03 AM CDT

**Key:**

- = Print Confirmation
- = Attach Supporting Documents

#### Texas Title Agency License Renewal

Confirm ID #	Submit Date	Status	Producer	EIN/SSN	License Number	Transmission Method	NIPR Trans ID	Renewal Type	Action
<a href="#">44051638</a>	04-22-2022	Submitted	Test TA Agency	xx-xxx8887	██████████	Sircon Direct		Renewal	

Qualification Type	Eff Date	Result	Result Rcvd Date	Description
		Under State Review	04-22-2022	This license renewal request has been submitted and is under review by the State.

[Why can't I attach documents to other license renewals?](#)

[Back to License Renewal Confirmation](#)

I agree to use any information viewed or printed including, but not limited to, social security numbers only in compliance with the Social Security Privacy Act of 1974.

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Review the  
Renewal Result  
Details

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### License Fee Summary

License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee
Title Agency			\$35.00
			-----
			<b>Total State Fee \$35.00</b>
			<b>Sircon Fee \$6.00</b>
			<b>Processing Fee \$2.25</b>
			=====
			<b>Total Fee \$43.25</b>

### Additional State Requirements

Additional Texas Requirements for Title Agency

Upon answering one of the background questions "Yes", additional documents will be required. After you submit the renewal, there will be a 30-day waiting period before you can renew. You must attach the required additional documentation described below:

- a written statement summarizing the details of each incident,
- a copy of the Petition, Complaint or other document that commenced the lawsuit, arbitration, or mediation proceedings, and
- a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

If the title insurance agent or direct operation name or address changed: Send the Title insurance agent or direct operation name or address change request (Form FINT129). You can find this form at [www.tdi.texas.gov/forms/title.html](http://www.tdi.texas.gov/forms/title.html).

Review the **Additional State Requirements** Section carefully.

Compliance Express™ x +  
https://uat.sircon.com/ComplianceExpress/License...

### Confirmation Email Address

Email Address  \*Required

### Texas Title Agency Renewal Questions

*\*All questions are required.*

#### Question 1

**NOTE:** For Questions 1a, 1b, and 1c "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence or a fine.

If you answer yes to any of these questions, you must attach to this application:

- a) a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

#### Question 1A

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, been convicted of, or is currently charged with, committing a misdemeanor or had a judgment withheld or deferred for a misdemeanor which has not been previously reported to this insurance department?

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license.

You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in juvenile court.)

No  
 Yes

#### Question 1B

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of, or is currently charged with committing a felony or had a judgment withheld or deferred for a felony which has not been previously reported to this insurance department?

You may exclude juvenile adjudications (offenses where you were adjudicated delinquent in a juvenile court.)

No  
 Yes

#### Question 1B1

If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?

No  
 Yes  
 Not Applicable

## Review Information Submitted

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https://uat.sircon.com/ComplianceExpress/License...

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**Question 1B2**

If so, was consent granted? (Attach copy of 1033 consent approved by home state.)

No  
 Yes  
 Not Applicable

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**Question 1C**

Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of or is currently charged with a military offense which has not been previously reported to this insurance department?

No  
 Yes

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**Question 2**

Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license, or registration, which has not been previously reported to this insurance department?

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation, sanctioned or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

a) a written statement identifying the type of license; identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,  
b) a copy of the Notice of Hearing or other document that states the charges and allegations, and  
c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

No  
 Yes

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**Question 3**

Answer the following questions if this form is for a sole proprietorship or partnership:

Is the applicant for this license a sole proprietorship or partnership?

No  
 Yes

---

**Question 3A**

Have the required number of continuing education credit hours been completed by the sole proprietor or the partner(s) who are in control?

No  
 Yes  
 Not Applicable

---

**Question 3A1**

Has TDI approved an extension or exemption?

No  
 Yes  
 Not Applicable

Review  
Information  
Submitted

Compliance Express™ x +

https://uat.sircon.com/ComplianceExpress/License...

### Attestation for Texas

By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. **You may report such information by scanning and electronically attaching the required documentation directly to your renewal application from the confirmation page.** If you do not have scan capability, mail it to: Texas Department of Insurance, Agent Licensing Division - MC-CO-AAL, P.O. Box 12030, Austin, Texas 78711-2030. Federal law (18 USC 1033), prohibits an individual from engaging in the business of insurance if they have been convicted of a crime involving dishonesty or breach of trust without express written consent of a commissioner of insurance.

I certify that all the information provided with this renewal application submission are true and correct.

I understand if the applicant will be conducting an insurance agency business in Texas in a name other than its full legal name, a [Registration of Assumed Name / Entity Name Change form](#) (TDI Form FIN528), must be submitted to the department for each name. The FIN528 form can be accessed from our [Information Update Forms](#) page at <http://www.tdi.texas.gov/forms/form11update.html>.

**In Addition, for Life Settlement Broker or Providers**  
I certify that the account status issued by the Texas Comptroller of Public Accounts reflects that the licensee is in good standing or temporary good standing  
or  
I certify that the licensee is not subject to the Texas Tax Code Chapter 171;  
and if a **life settlement broker**,  
I certify that the life settlement broker and each owner, partner, director, member, officer, and designated employee named in the application or in any supplement to the application, who perform acts of a life settlement broker under Insurance Code §1111A.002(2), has completed training equivalent to that required of individual brokers under §3.1723 of this title (relating to Course and Training Requirements for Brokers), unless the individual is exempted under §3.1723(c) of this title or has been associated with the license holder for less than two years.

**For Certificate of Registration Renewals Only:**  
In applying for a renewal of an SFMO industry certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed. I hereby authorize the Texas State Fire Marshal or his representative to enter, examine, and inspect any premises, building, room, or establishment used by my firm while engaged in the business the firm is licensed for, to determine compliance with the provisions of the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed.

**For Public Insurance Adjuster renewals only:**  
I will attach a copy of my public insurance adjuster contract and proof of financial responsibility with this submission.

**For Utilization Review Agents (URA and URAREG)**  
I have read and understood the URA application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the type of utilization review that the applicant is performing in Texas (Texas Insurance Code, Chapters 4201 and 1305, TDI rules, Texas Labor Code provisions, and DWC rules).

I attest that the applicant has written policies and procedures that comply with all URA statutes and rules. I understand that TDI may request, at any time, copies of all written policies and procedures that were not submitted with this renewal application.

**For Independent Review Organizations (IRO)**  
I have read and understood the IRO application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the independent review that the applicant is performing in Texas (Texas Insurance Code, Chapters 4202, TDI rules, Texas Labor Code provisions, and DWC rules including 28 TAC 133.308).

I attest that under penalty of applicable law that the applicant is not a subsidiary of, or in any way owned or controlled by, a payor or a trade or professional association of payors. I further state that I understand this to be a condition of licensure and any violation of this prohibition will result in forfeiture of certification as an Independent Review Organization and other administrative penalties are possible.

Agree \* Required

Review  
Information  
Submitted

Select "Done" at  
the bottom to  
submit.