

Application for Individual Residency Change to Texas

Use this form if you are an individual agent, adjuster, or public insurance adjuster with an active non-resident Texas license and you are planning to move (Within 30 days) or have already moved to Texas.

Entities must [apply for a new Texas resident license online](#).

General information

- There is no app fee required.
- Excluding Texas Adjuster DHS license types, you must include a fingerprint receipt from IdentoGO. For information about fingerprints, view the [fingerprint requirements and instructions](#) page.
- You must submit your application to Texas within 90 days of inactivating or converting your previous resident state license to a non-resident.

Note: We are unable to convert a TX non-resident individual to a resident licensee when they are still actively licensed as a resident in another state.

Applicant information

Texas license information

Texas non-resident license number _____

Texas non-resident license name _____

Contact information (Complete all sections)

Phone number _____

Email address _____

Home address (Determines residency status)

Street address or route (PO box **not** accepted) _____

City _____ State _____ ZIP _____

Mailing address (May be the same as residential address)

Street address or route (PO box accepted) _____

City _____ State _____ ZIP _____

Business address (May be the same as residential address)

Street address or route (PO box **not** accepted) _____

City _____ State _____ ZIP _____

Background information

1. 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?
 No Yes
 - b. Have you ever been convicted of any misdemeanor or felony offense in Texas, in any other state, or by the federal government?
 No 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?
 No 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?
 No Yes
 - e. Have you ever been subject to charges referred to in a special or general court-martial?
 No Yes
 - f. Are you under investigation or charged with an offense under the Uniform Code of Military Justice?
 No Yes

If you answer "Yes" to any questions, you must submit the following with your application:

- The original certified copies of the charging document, indictment, information, or any other charging document, judgment of conviction or deferred adjudication order, probation order, order terminating probation, community supervision or parole certificate for each and every offense.
 - If the court no longer has the records, request that the court provide us with a letter on its letterhead stating that fact.
 - If you were arrested only, and not prosecuted, provide a records search from the appropriate jurisdiction indicating a final disposition.
 - You must submit a statement describing the circumstances leading to the offenses. You must include your age at the times of the offenses.
 - You may provide letters of recommendations from people who are aware of your criminal past.
2. Have you or any entity in which you were a director, officer, shareholder, manager, member or partner, been the subject of an administrative or legal action filed by Texas or any other insurance department, or financial regulatory agency?
 No Yes

If you answer "Yes," we will not process your application until you have provided us with full details of the administrative or legal action.

3. Have you or the entity had any action filed against you 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," we will not process your application until you have provided us with full details of the administrative or legal action.

4. 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," we will not process the application until you provide us with full details of the indebtedness.

5. Have you ever had an agency contract or company appointment canceled for cause (for example, misrepresentation, misappropriation)?

No Yes

If you answer "Yes," we will not process the application until you have provided us with full details. Cancellation for cause does not include cancellations due to license expiration (Nonrenewal).

6. This application is for a resident license with Texas. I am currently licensed as a non-resident licensee in Texas.

No Yes

7. I understand by becoming a Texas resident licensee, I am required to comply with Texas Continuing Education requirements.

No Yes

8. Do you qualify as any of the following?

a. "Military service member" – means a person who is currently serving in the U.S. military, or in a reserve component of the military, including the National Guard, or in a state military 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 or Space Force of the United States, or in an auxiliary service of one of those branches of the military.

No Yes

Note: If you answered "Yes" to any part of question 8, mark the top of Page 1 of this application with a highlighted "M."

Certification

The answers I gave on this form are true and correct. I understand that by changing my resident state to Texas, I am subject to compliance with Texas' continuing education requirements.

Licensee signature

Date

Print name

Questions

If you have any questions or need help, contact Customer Service at 512-676-6500 or CE@tdi.texas.gov.

Submittal

Click the "Submit" button to email this completed form to CE@tdi.texas.gov. Attach all required documents, including your fingerprint receipt, to your email when submitting.

Your rights: You can request information we have about you by emailing OpenRecords@tdi.texas.gov or writing to: Public Information Coordinator, Texas Department of Insurance, PO Box 12030 (mail code GC-ORO) Austin, Texas 78711-2030. You also have the right to ask that we correct information we have about you that is wrong. To ask for a correction, send (1) your name, mailing address, and your phone number, (2) details about what needs to be fixed, and (3) the reason or proof showing why the information is wrong. Send this by email to RecordCorrections@tdi.texas.gov or by mail to: Record Correction Request, Texas Department of Insurance, PO Box 12030 (mail code CO-AAL-CC), Austin, Texas 78711-2030.