



TDI has recently made some updates to their title licensing forms. In order to help you navigate the most recent updates to the title licensing forms, we have created a short guide highlighting the important changes.

General Licensing Form Information:

- Due to the fact that title licensing forms are updated regularly, it is important to make sure that you are using the most up-to-date form. TDI suggests that for each application, you:
 - Go to TDI website → Open “forms” page → Bookmark each form → Save bookmarks as shortcuts on your desktop or in a file on your computer.
 - This way, each time the forms are accessed, they will be pulled directly from TDI and will be the latest version.
- All online forms can be filled out online and printed.

The following specific changes have been made to these forms:

- **Escrow Officer Name/Address Change Request – FINT 01**
 - TDI is requesting the escrow officer’s individual ID number instead of the license number.
 - TDI added the distinction for type of address change (residential or mailing).
 - Note that your residential address may differ from your mailing address if you prefer to receive your mail somewhere else (such as a post office box).
 - TDI **requires** that your mailing address not be your employer’s address.
- **Escrow Officer Renewal Application – FINT 02, Title Agency Renewal Application – FINT 03, & Direct Operation renewal Application – FINT 04**
 - TDI is asking for the renewal notification letters to be sent back with all renewal applications.
 - The top right corner asks for the title agency firm ID, expiration date, and invoice ID from the notification letter. You are responsible for filling out this information.
- **Title Insurance Agent’s/Direct Operations Bond – FINT 122 & Escrow Officer’s Schedule Bond – FINT 123**
 - TDI added a blank in the top right corner to enter bond numbers.
- **Title Agent Update Form – FINT 129**
 - TDI changed the formatting for question #4 and revised the explanation regarding type of managers.
- **Abstract Plant Information – FINT 120**
 - TDI clarified what is needed on question #11 and #12. Please note that the numbering of all the questions has been changed.

- **Title Continuing Education Course Application – FINT 06**
 - Page 3 now allows you to specify how many general CE hours or ethics CE hours are being requested for the course.
- **Application for Texas Escrow Officer’s License – FINT 132**
 - TDI requires a personal/permanent mailing address for each escrow officer.
 - This is to protect personal information and to ensure delivery even after an escrow officer leaves a company.
 - On question #10 regarding criminal history, please be sure to check “Yes” or “No” to the question “Have certified documents been previously submitted.”
 - If you have submitted certified documents to TDI in the past, please check “Yes.” This informs TDI that they have the proper documentation already on file and you will not be required to submit the same documentation twice.
 - Please note that the same entity name must be provided for question #21 and #23.
 - **Electronic fingerprint policy**
 - Please note that you will be required to provide fingerprints if you have not submitted fingerprints since January 1, 2001. You will also be required to submit fingerprints if more than 60 days has passed since you held a Texas escrow officer license.
 - Please see page 5 & 6 for more information on electronic fingerprinting.

For questions, please contact the TDI Licensing Division at 512 322-3482.