



## License Application Checklist

### ***Title / Title Insurance Marketing Representative Individual Renewal License Application Checklist***

#### **Application Requirements for RESIDENT Applicants:**

- Complete 12 CE credits (2 of which must be approved as Ethics) from an Ohio approved CE provider.
- Review Ohio CE Transcript to determine if all completed CE credits have been reported to the Department.
- Complete online Renewal application only **AFTER** CE requirements have been completed.
- Submit any necessary supporting documents to the Department or NIPR Attachment Warehouse.

#### **Application Requirements for NON-RESIDENT Applicants:**

- Must have an active Title license in home state.
- Complete online renewal application.
- Pay non-refundable filing fee of \$25.00.
- Submit any necessary supporting documents to the Department or NIPR Attachment Warehouse.

#### **Application Requirements for Title Insurance Marketing Representative Applicants:**

- Must have an active Title or Title Insurance Marketing Representative license in home state.
- Complete paper Title Insurance Marketing Representative application.
- Title Insurance Marketing Representative must be sponsored by a licensed Title individual or business entity.
- Pay non-refundable filing fee of \$25.00. Check or money order made payable to "State of Ohio Treasurer".
- Submit any necessary supporting documents to the Department or NIPR Attachment Warehouse.

#### **Application Requirements for Applicants Requesting License Renewal AFTER License Expiration Date:**

- If submitting license renewal application and/or completing required CE during the one month late renewal period, pay an additional non-refundable Late Renewal Fee of \$50.00.
- If submitting license renewal application and/or completing required CE during the license reinstatement period, pay an additional non-refundable Reinstatement Renewal Fee of \$100.00.

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS  
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**