



Individual Title Agent License Application

Licensing Division, 50 W Town Street, 3rd Floor - Suite 300, Columbus OH 43215
614-644-2665 | 614-387-0096 (Fax) | insurance.ohio.gov

(Please Print or Type)

Check appropriate box for license requested:

- Resident License
- Non-Resident License

- Identify Home State: _____
- Identify Home State License #: _____

Demographic Information

① Social Security Number		② If assigned, National Producer Number (NPN)		③ Mobile Phone Number	
④ Last Name JR./SR. etc		⑤ First Name		⑥ Middle Name	⑦ Date of Birth (M/D/YY)
⑧ Residence/Home Address (Physical Street)			⑨ City	⑩ State	⑪ Zip or ⑫ Foreign Country
⑬ Home Phone Number		⑮ Gender (Check One) <input type="checkbox"/> Male <input type="checkbox"/> Female	⑯ Are you a Citizen of the United States? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, of which country are you a citizen? _____) (If No, and this is an application for a Resident License, you must supply proof of eligibility to work in the U.S.)		
⑭ Individual Applicant Email Address:		⑰ Business Entity's Name			
⑱ Business Address (Physical Street)		⑲ P.O. Box	⑳ City	㉑ State	㉒ Zip or ㉓ Foreign Country
㉔ Business Phone Number (extension)	㉕ Business Fax Number	㉖ Business E-Mail Address		㉗ Business Web Site Address	
㉘ Applicant's Mailing Address		㉙ P.O. Box	㉚ City	㉛ State	㉜ Zip or ㉝ Foreign Country
㉞ a. List any other assumed, fictitious, alias, maiden or trade names which you have used in the past. b. List any trade names under which you are currently doing business or intend to do business. (May be subject to state approval.)					

Agency or Business Entity Affiliations

㉟ List your Insurance Agency Affiliations: (Complete only if the applicant is to be licensed as an active member of the business entity)

FEIN _____	NPN _____	Name of Agency _____
FEIN _____	NPN _____	Name of Agency _____
FEIN _____	NPN _____	Name of Agency _____

Employment History

㊱ Account for all time for the past five years. Give all employment experience starting with your current employer working back five years. Include full and part-time work, self-employment, military service, unemployment and full-time education.

	From		To		Position Held
	Month	Year	Month	Year	
Name					
City	State				
Name					
City	State				
Name					
City	State				
Name					
City	State				

Background Questions

38 The Applicant must read the following very carefully and answer every question. All written statements submitted by the Applicant must include an original signature.

- 1a. Have you ever been convicted of a **MISDEMEANOR**, had a judgment withheld or deferred, or are you currently charged with committing a **MISDEMEANOR**? Yes No

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI), 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 a juvenile court).

- 1b. Have you ever been convicted of a **FELONY**, had a judgment withheld or deferred, or are you currently charged with committing a **FELONY**? Yes No

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

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? N/A Yes No

If so, was consent granted? (Attach copy of 1033 consent approved by home state.) N/A Yes No

- 1c. Have you ever been convicted of a **MILITARY OFFENSE**, had a judgment withheld or deferred, or are you currently charged with committing a **MILITARY OFFENSE**? Yes No

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 answered "**Yes**" to any of the above questions (1a, 1b, or 1c), you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
- b) a copy of the charging document, and
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgment.

2. Have you ever been named or involved as a party in an administrative proceeding including FINRA sanction or arbitration proceeding regarding any professional or occupational license or registration? Yes No

"Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, 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, or registration. **"Involved"** also means having a license, or registration application denied or the act of withdrawing an application to avoid a denial. **INCLUDE** any business so named because of your actions in your capacity as an owner, partner officer, director, or member or manager of a Limited Liability Company. You may **EXCLUDE** terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answered "**Yes**" to question 2, you must attach to this application:

- a) a written statement identifying the type of license 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.

3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of a limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Do not include personal bankruptcies, unless they involve funds held on behalf of others. Yes No

If you answered "**Yes**" to question 3, submit a statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy on a separate sheet.

4. Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes No

If you answered "**Yes**" to question 4, identify the jurisdiction(s): _____

Applicant's Name _____

Background Questions (continued)

5. Are you currently a party to, or have you ever been found liable in, any lawsuit, arbitrations or mediation proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes No

If you answered **"Yes"** to question 5, you must attach to this application:

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

6. Have you or any business in which you are or were an owner, partner, officer, director, or member or manager of a liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes No

If you answered **"Yes"** to question 6, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) copies of all relevant documents.

7. Do you have a child support obligation in arrearage? Yes No

If you answered **"Yes"** to question 7, answer the following questions:

- a) by how many months are you in arrearage? _____ Months
- b) are you currently subject to and in compliance with any repayment agreement? Yes No
- c) are you the subject of a child support related subpoena/warrant? Yes No

(If **"Yes"**, provide documentation showing proof of current payments or an approved repayment plan from the appropriate state child support agency.)

8. Are you currently deriving income from any business or employment activities other than insurance? Yes No

If you answered **"Yes"** to question 8, describe the other business and/or employment activities in which you are now engaged in a separate attachment.

9. Are you affiliated in any way, other than as a customer, with any bank, trust company, bank and trust company, or other lending institution, mortgage service, brokerage, mortgage guaranty company, escrow company, real estate company or any subsidiaries thereof? Yes No

If you answered **"Yes"** to question 9, specify the names(s) and type(s) of the businesses you are affiliated with and the nature of the affiliation(s) in a separate attachment.

10. Do you currently hold an active real estate, mortgage broker or mortgage loan originator license? Yes No

11. Do you understand that all title insurance agents who handle escrows in real property transactions not involving the issuance of title insurance must have a surety bond in place that protects all parties to such transactions against theft, misappropriation, fraud, or any other failure to properly disburse settlement, closing, or escrow funds and that provides coverage in the minimum amount of one hundred fifty thousand dollars? Yes No

12. Do you understand that all title insurance agents must maintain an errors and omissions insurance policy that includes but is not limited to coverage for the agent's delegation of any agent function to a third party and that the policy must provide a minimum coverage amount of two hundred fifty thousand dollars? Yes No

13. Do you also understand that it is the title agent's responsibility to ensure that all subcontractors are covered under the agent's or agency's errors and omissions insurance policy or that any subcontractor not so covered maintains an errors and omissions policy with minimum coverage of fifty thousand dollars? Yes No

14. Are you aware that all individual title insurance agents must file an annual review of title agent escrow accounts or a claim of exemption? Yes No

15. Are you a member or veteran of the armed forces, or the spouse or surviving spouse of a service member or veteran? Yes No

Applicant's Name _____

Applicant's Certification and Attestation

39) The Applicant must read the following very carefully:

1. I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
2. Unless provided otherwise by law or regulation of the jurisdiction, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
3. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
4. I further certify that, under penalty of perjury, (a) I have no child-support obligation, (b) I have a child-support obligation and I am currently in compliance with that obligation, or (c) I have identified my child support obligation arrearage on this application.
5. I authorize the jurisdictions to which this application is made to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
7. For Non-Resident license applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.
8. I hereby certify that upon request, I will furnish the jurisdiction(s) to which I am applying, certified copies of any documents attached to this application or requested by the jurisdiction(s).

Original Applicant Signature

Date

Full Legal Name (Printed or Typed)

Application Attachments

40) The following attachments must accompany the application; otherwise the application may be returned unprocessed or considered deficient.

1. Non-refundable fee (check or money order) made payable to the "State of Ohio Treasurer" in the amount of \$10.00;
2. If necessary, any required supporting details or documents.

Resident Title Section

41) Additional requirements for Resident Title applicants only.

1. Pass the Ohio Title examination;
2. Complete a State criminal background check; and
3. Complete a Federal criminal background check.