



It is your responsibility to ensure you have the most [current version](#) of this document.

## Resident Title Insurance Agent

TYPE AND CLASS:

### 4-10 Resident Title Insurance Agent

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#### Common Use(s) of License:

Florida Statutes 626.841 (1) defines a “TITLE INSURANCE AGENT” as a person, appointed in writing by a title insurer for the purpose of issuing and countersigning binders, commitments, policies of title insurance, or guarantees of title in its behalf.

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#### STEPS TO OBTAIN 4-10 RESIDENT TITLE INSURANCE AGENT:

**Step 1** - You must:

- Be a natural person at least 18 years of age.
- Be a resident of the State of Florida.
- Be a [United States citizen or legal alien](#) who possesses a work authorization from the United States Immigration and Naturalization Services.
- Not hold a resident license in another state.

**Step 2** - Must have the following prerequisite(s) before applying:

- Successfully completed a 40-hour insurance classroom course in title insurance approved by the Department within four (4) years of application date.  
[Find a Course](#)  
[Requires State Examination](#)  
**OR**
- Completed at least one (1) year within the last four (4) years of responsible title insurance duties while working for a title agency, title agent, title insurer or an attorney  
[Qualification and Verification Form](#)  
[Requires State Examination](#)

**Step 3** - Apply:

- Answer all of the questions and pay the fees to complete online application.  
[Review fees](#)  
[Apply](#)  
[Fingerprinting fees](#) are not included and must be paid directly to vendor

**Step 4** - Send prerequisite(s) to department:

- Send proof of prerequisite, as indicated in **Step 2**, to the Bureau.
- **Note: Some designation course providers will automatically send the Bureau proof within 21 days of your passing date.**
- **Email proof of prerequisite** to: [AgentLicensing@MyFloridaCFO.com](mailto:AgentLicensing@MyFloridaCFO.com)

**Step 5** - Fingerprints:

- You must be [fingerprinted](#).

**Step 6** - Examination:

**Disregard this step if you passed the Title Agent exam within one year prior to applying for the license.**

- Upon approval, an email will be sent to you directing you to check your messages in your [MyProfile](#) account. Messages are where you may securely view your notifications from the department, such as an authorization for an [examination](#). Follow the message's instructions to schedule the [examination](#).

Applicants are required to take an examination and will not be qualified for a license until the department has received a passing result from the testing vendor.

**Step 7** - Status notification(s):

- Once an application has been submitted, you may check your [MyProfile](#) account for the status of your application. Deficiencies will be listed under the pending license type.
- Once all the above steps have been satisfied, the department will send your approval by email. You may then go to your MyProfile account and click the “Wallet” and/or “Letter” hyperlink(s), under the “Print Licenses” section, to generate a copy of your license for printing.

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**Special Note:**

- Attorneys at law duly licensed to practice law in the courts of this state, and in good standing with The Florida Bar are exempt from having to obtain a license per s. 626.8417(4), Florida Statutes. Note: This does not exempt attorneys from the state examination if they apply for a title agent license.
- Appointment required. - A title insurance agent may not sell a title insurance policy issued by an insurer for which the agent does not hold a current appointment.
- Title insurance agents must complete the continuing education requirements of s. [626.2815](#) bi-annually by end of licensee's birth month.  
Note: Additional information can be found on our [Continuing Education](#) page.