



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

## Resident Title Insurance Agency

TYPE AND CLASS:

### 4-12 Resident Title Insurance Agency License

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

Florida Statutes 626.841 (2) defines a "TITLE INSURANCE AGENCY" as insurance agency under which title insurance agents and other employees determine insurability in accordance with underwriting rules and standards prescribed by the title insurer represented by the agency, and issue and countersign commitments, endorsements, or policies of title insurance, on behalf of the appointing title insurer. The term does not include a title insurer.

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#### STEPS TO OBTAIN 4-12 RESIDENT TITLE INSURANCE AGENCY LICENSE:

##### Step 1 - You must:

- At time of application and throughout the existence of the license, provide the name and license number of the Florida licensed and appointed title agent or an attorney in good standings with the Florida Bar, who will be in full time charge of the agency office.
- Have your business located in Florida.

##### Step 2 - Apply:

- Create a Title Agency MyProfile account and complete the online application for a title agency license. Answer all of the questions and pay the fees to complete the online application.
- [Review fees](#)  
[Apply](#)  
[Fingerprinting fees](#) are not included and must be paid directly to vendor

##### Step 3 - Fingerprints:

- Majority owner, partner, officer and director of the agency must be [fingerprinted](#).

##### Step 4 - 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:**

- **Branch Locations:** Any branch location(s) transacting insurance under the same name and FEIN of a licensed title agency must be listed as a branch location under the licensed agency (also known as the parent location/office). Branch locations maintained by the licensed agency, are held to the same standards as a licensed agency and must have an agent-in-charge at all times. The title agency will be able to add and maintain branch locations in MyProfile once their agency license has been approved.
- **Title Administrative Surcharge is due in January** – Please view the [Title Administrative Surcharge](#) Information page
- **Appointment of License:** This license requires an appointment with a Florida authorized title insurer. This license will expire if unappointed for 48 months. Section 626.431(3), Florida Statutes.
- **Third party access** must be authorized by the licensee through MyProfile in order for the third party to manage the licensing submissions and changes on behalf of the licensee.
- **Related Florida Statutes:** 626.381, 626.841(2), 626.8412, 626.8418, 626.8419(1)(a), 626.8419(1)(b), 626.8419(1)(c).