

### **INITIAL TITLE AGENT LICENSING PROCESS**

Please follow the attached instructions before applying for a new title insurance license (NOTE: These instructions apply to both resident and non-resident applicants):

#### **Examination**

- Register for the examination by contacting Prometric at [www.prometric.com](http://www.prometric.com) or 1-800-715-2418.
- When registering for an initial insurance examination, you must to select the option to pay the fingerprinting service fee (\$20). You must pay this fee to Prometric before you can be fingerprinted. Please note that there will be a separate \$39 fingerprinting processing fee to be paid upon passing the exam and applying for initial licensure. **Fingerprinting can be done in any of the Prometric testing centers in PA only.**
- Once your examination has been scheduled, **you must bring a valid form of identification with you to the testing center.** Examples of acceptable identification would be a government-issued document such as a driver's license, state-issued identification card or military identification. The document must have a current photo and your signature and the name on the identification must be the same as the name used to register for the examination. **It is also strongly recommended that you bring a credit card with you (Visa, MasterCard or American Express) since you will be able to apply for your license at the testing center through Sircon once you pass your exam.**

#### **Applying for Your License**

- Once you have passed your exam, you are now eligible to apply for a title agent license. You should apply electronically through Sircon at <https://www.sircon.com/pennsylvania/index.jsp> to expedite the licensing process. You will be given the opportunity to submit an electronic application at the testing center. During the electronic application process, you will also pay the fingerprinting fee which will enable you to submit your fingerprints before leaving the exam testing center. **Fingerprinting can be done in any of the Prometric testing centers in PA only.**

- The option to apply using a paper application is still available; however, the paper licensing process will take considerably longer than the electronic method. If you choose to apply via paper, an application can be obtained from our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov). You will need to include the application fee and fingerprinting fee with your application (\$55 resident application fee or \$110 non-resident application fee and \$39 fingerprinting fee). Once we receive your application and the correct fee(s), we will mail you a receipt for the \$39 fingerprinting fee. You will then have to set up an appointment with Prometric to submit your fingerprints. You must take the receipt showing you paid the \$39 fingerprinting fee with you to the Prometric center in order to be fingerprinted.
- **You may view the status of your license application on our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov). Once your license has been issued, you may print your license from our web site. Please be advised that the Department no longer mails licenses.**

### Fees

- Resident title agent application fee = \$55
- Non-resident title agent application fee = \$110
- Fingerprinting processing fee = \$39 (\$24 for the FBI and \$15 for the PA State Police)
- Live Scan fingerprinting service fee = \$20
- Sircon application service fees = approximately \$12.50

### Attachments and Additional Requirements (If Applicable)

- If you are an attorney, you may complete the Continuing Education Declaration of CE Status Form which will reduce your continuing education requirements from 24 credits to 3 credits per renewal cycle. This form can be printed from our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov).
- Per 40 P.S. 910-26.1(2), a blanket fidelity bond covering all agency employees in the amount of no less than \$150,000 with a deductible of no greater than fifteen percent of the bond penalty must be obtained. If the agency has no employees except the owners, partners or stockholders, the agency may complete an Affidavit for Waiver of Fidelity Bond Requirement form which is available on our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov).
- Per 40 P.S. 910-26.1(3), a surety bond must be posted in the amount of no less than \$100,000.
- After receiving a title agent license, you must execute a written contract with a licensed title insurance company and become appointed with that company before acting as a title agent.