COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT
BUREAU OF LICENSING AND ENFORCEMENT
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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, as we do not currently offer reciprocity for non-resident title agents)**

Examination and Fingerprinting

- Register for the examination by contacting PSI Services LLC (PSI) at www.psiexams.com or 1-800-733-9267.

- **Fingerprinting is required of all initial applicants for a resident producer license and must be done in any of the Pennsylvania PSI testing centers.** You will be supplied with detailed fingerprinting instructions at the PSI testing center after passing your exam.

- Once your examination has been scheduled, **you must bring a copy of your pre-licensing education certificate of completion and a valid form of identification with you to the testing center**. Examples of acceptable identification would be a U.S. government-issued document such as a passport, state-issued driver's license or 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 must be done in any of the PSI testing centers located in Pennsylvania.**

- The option to apply using a paper application is available only if you are unable to apply online. Be advised that the paper licensing process will take considerably longer than the electronic method. If you must apply via paper, an application can be obtained from our web site at www.insurance.pa.gov. You must include a cover letter explaining why you are unable to apply online; otherwise, the application will be returned along with a letter telling you to apply online. 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 $27.75 fingerprinting fee). Once we receive your application and the correct fee(s), we will mail you a receipt for the $27.75 fingerprinting fee. You will then have to submit your fingerprints at a PSI testing center in Pennsylvania. A listing of testing center locations can be found on PSI's web site at www.psiexams.com in the Candidate Information Booklet. You must take the receipt showing you paid the $27.75 fingerprinting fee with you to the PSI testing center in order to be fingerprinted.

- **You may view the status of your license application on our web site at** 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.**

Approximate Overview of Fees

- Resident title agent application fee = $55
- Non-resident title agent application fee = $110
- Fingerprinting processing fee = $27.75 ($12.75 for the FBI and $15 for the PA State Police)
- Live Scan fingerprinting service fee (charged by PSI) = $15
- Sircon application service fees = approximately $12.50 (this is an estimate only)

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.

- 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.

- 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.