

LICENSE APPLICATION - TEXAS

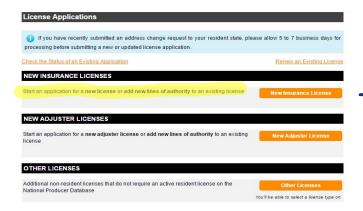
www.sircon.com

Using the **Quick Start** menu – Select **Apply for a License**



New Insurance License or Adding a Line of Authority

Select New Insurance License

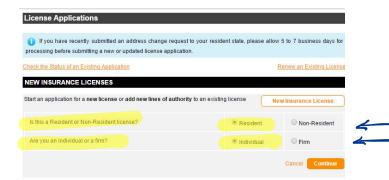




After selecting New Insurance License – A drop down box will appear Select

- Resident License
- Individual

Select Continue



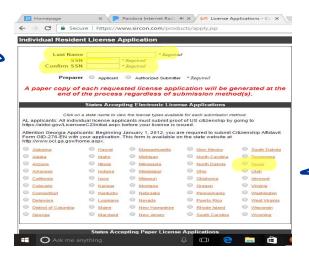
Enter Applicant's email address

And Continue



Enter Applicant's Last Name and Social Security Number

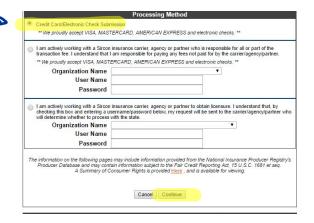
Preparer – Select Applicant State – Select Texas





Processing Method - Select Credit Card

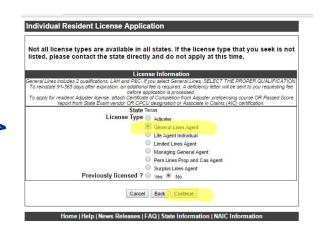
Press Continue



License Type -

Select – GENERAL LINES AGENT

CONTINUE





Qualification Code

Select - Life, Accident, Health & HMO

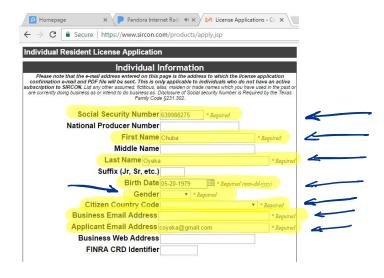
Continue



Individual Information:

Enter Applicant's – *Social Security No.

- *First & Last Name
- *Birth Date (make sure to use 02-10-1999 format Not 02/10/1999)
- *Gender
- *Citizen County Code U.S. for U.S. Citizens If Applicant is not a US Citizen select County and a copy of their Work Visa (Greencard) and Social Security Card must be obtained.
- * Business Email Address (Note: I always put my email address for the Business email address I receive notification of when the license is issued as well as notification of any requests for additional information)
- * Applicant's email address





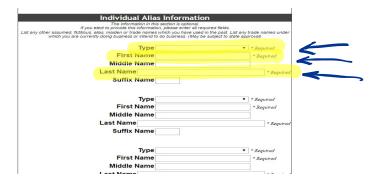
INDIVIDUAL ALIAS INFORMATION

If Applicant has changed names, ie: gotten married or had a legal name change,

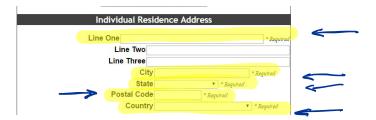
Enter Each Name applicant has been known by

In the "Type" there is a drop down menu – **Select – Previously / Formally Known As**

Then enter First Name, Middle, & Last Name (Note if someone has been married 2-3 times, enter each of the previous names)



Individual Residence Address – Enter Applicant's home address



Individual Business Address – Usually will enter Applicant's home address



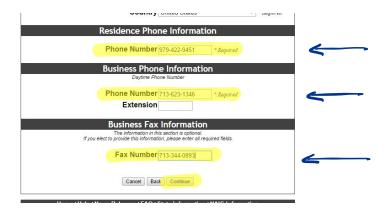
Individual Mailing Address – Re-enter Applicant's Mailing Address



Individual Phone Information – Enter Applicant's Phone

Business Phone Information –

Business Fax Information –



Press Continue

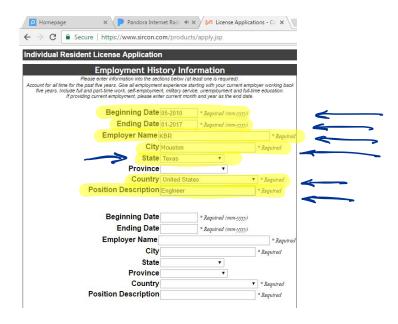


EMPLOYMENT HISTORY INFORMATION:

You must enter 5 consecutive years of employment.

If Applicant was unemployed – put their name as employer and put "Unemployed" for position.

If an Applicant has several months gap on resume between employment, you can adjust dates to make sure you have no gaps in employment.



Affiliation Information - Applicant is not applying for a Agency License - Leave Blank





INDIVIDUAL RESIDENT STATE SPECIFIC QUESTIONS

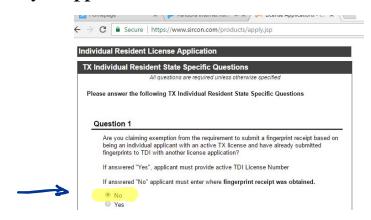
Question 1 – Fingerprints

Prior to completing the application, Applicant must have their fingerprints done. You must have a copy of the fingerprint receipt from Identgo in order to enter the UE ID number.

Question 1.

Answer "No" – Applicant is not exempt from fingerprinting if Applicant is applying for a new License in the State of Texas.

(Answer "Yes" - Only If Applicant has a current License for another Line of Authority.)

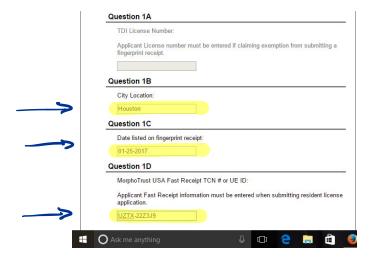


Question 1A – Enter current License No. if already licensed.

Question 1B - Enter City where fingerprints were obtained

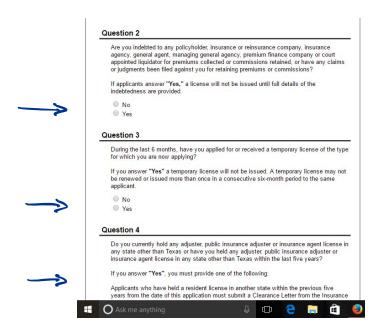
Question 1C – Enter the date fingerprints were completed

Question 1D - Enter UE ID No. listed on receipt





Questions 2, 3, 4 asked if the Applicant is indebted to any insurer, have they applied for a Temporary License in the last 6 months, or do they hold an Adjuster License.



Answer appropriately and press "Continue"

BACKGROUND QUESTIONS:

NOTE: PRIOR TO COMPLETING THE LICENSE APPLICATION – MAKE SURE TO ASK APPLICANT (VERY SPECIFICALLY) HAVE YOU EVER BEEN ARRESTED?

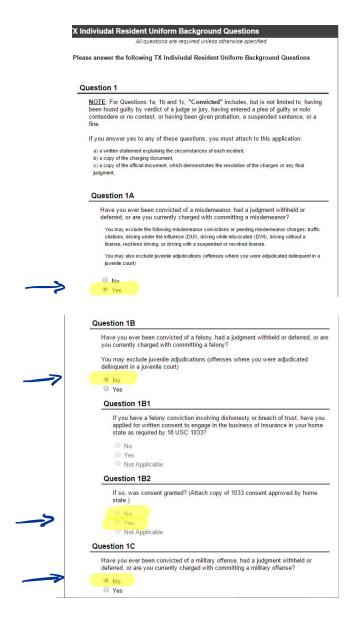
For any arrest – even though they may not have been convicted – must be disclosed. The questions are misleading in that they ask "Have you ever been convicted?" however, when the background check is run, any arrest will show up and puts the Applicant's License application in a pending status. This includes DWI, which is considered a traffic violation and is specifically excluded from convictions, it still shows up on the background.



For any Misdemeanor arrest, the Applicant must contact the Court in the jurisdiction which the charges were filed and obtain a copy of the Court Minutes for each arrest. Once they obtain the Court Minutes help them construct a statement in which outlines the details of each arrest, make sure to include the case outcome (fine, probation, or case dismissed, etc.).

These documents (Court Minutes and Signed Statement) should be prepared prior to beginning the State Application with Sircon. Scan and save Statement and Court documents into a PDF format for attaching to the License Application.

If you answer Yes to Questions 1A, 1B, 1B1, 1B2, or 1C -YOU MUST ATTACH THE DOCUMENTS TO THIS APPLICATION.

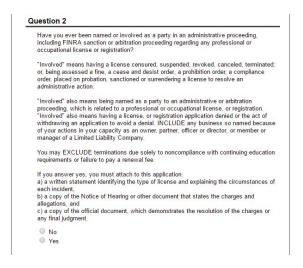


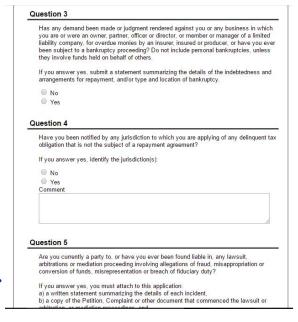


Questions 2, 3, 4, 5, and 6 are regarding any Administrative Proceedings against Applicant for any other licenses they may hold, have they ever been accused of Misappropriation of Funds, Do they have any delinquent tax obligations, etc..

Answer accordingly,

Press Continue





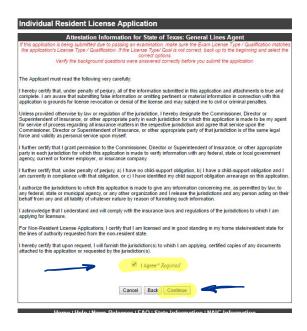




ATTESTATION – If completing with Applicant over the telephone I usually will confirm that they understand all the answers they have provided are true and correct.

Check Agree

Press Continue



Fee Information:

Double check to make sure Licensing Application is for Life, Accident, Health & HMO.

Press Continue

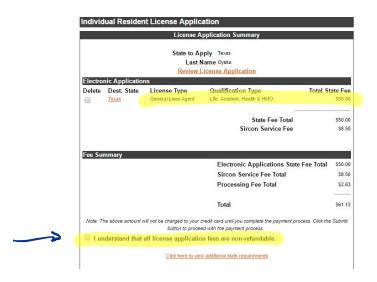




LICENSE APPLICATION SUMMARY

Confirm all information is correct. (Texas – General Lines – Life, Health, Accident)

YOU MUST CHECK BOX ACKNOWLEDGING FEES ARE NON-REFUNDABLE.



Email Notifications:

Your business email should be entered here. This will send emails to you and to Applicant notifying of the issuance of the license as well as any requests for additional information.

Producer Edge Account – Re-enter Applicant's email address. This will send them notifications for renewal of license once they license has been issued.

Press "Submit". You will get an option to print the receipt page as well as receive and email with the confirmation. IT IS IMPORTANT TO PRINT THIS RECEIPT AS IT HAS THE TRANSACTION NUMBER ON IT. YOU WILL ONLY BE ABLE TO CHECK THE STATUS OF AN APPLICATION WITH THIS TRANSACTION NUMBER.

