

Process for Licenses, Appointments, and New Agency Setup Requests

To Get an Individual License

1. Download the Appropriate Application from the Promissor website: www.asisvcs.com/publications/pubs.asp NOTE: you must choose the appropriate Licensing Area and State in order to get the correct forms.
2. Complete the application.
3. Send the Application, Test Results, Fingerprint card and \$50 to Promissor
4. When TDI (Texas Department of Insurance) notifies you that the license is issued, go to www.travisins.com
5. Go to the Appointing page and download the appointing materials.
6. Send Completed forms, Copy of E&O, Copy of License, Copy of Voided Check, and a check or money order made payable to US Auto in the amount of \$32 (this covers the background check and appointment fee).

To Get a Corporate License

1. Download the appropriate form -- "Agent License Application (Entities Only)" -- from www.tdi.state.tx.us/general/forms/agentforms.html
2. Complete the application.
3. Send the Application, Test Results, Fingerprint card and \$50 to TDI
4. When TDI (Texas Department of Insurance) notifies you that the license is issued, go to www.travisins.com
5. Go to the Appointing page and download the appointing materials.
6. Send Completed forms, Copy of E&O, Copy of License, Copy of Voided Check, and a check or money order made payable to US Auto in the amount of \$10.

To Get An Appointment for an Existing License

1. Go to www.travisins.com. Find the Appointing page and download the appointing materials.
2. Send Completed forms, Copy of E&O, Copy of License, Copy of Voided Check, and a check or money order made payable to US Auto in the amount of \$32 (this covers the background check and appointment fee). **NOTE: If appointing a CORPORATE LICENSE then the fee is just \$10)**

Licensing and Appointing Checklist

	License Application	Test Results & Fingerprint Cards	Background Check Form	Copy of Current TDI License	Check to TDI	Check to Promissor**	Check to US Auto	Copy of Current E & O	W-9 Form	US Auto <u>Agency ID</u> Request (Owners)	Copy of Voided Check for Drafting Information	
			Licensing of Individual Agents Only									
TO PROMISSOR	YES	YES	NO	NO	NO	\$50.00	NO	NO	NO	NO	NO	
			Licensing of Corporations									
TO TDI	YES	YES	NO	NO	\$50	NO	NO	NO	NO	NO	NO	
			Appointment for New Agencies (Individual Licenses)									
TO US AUTO	NO	NO	YES	YES	NO	NO	\$32.00	YES	YES	YES	YES	
			Appointment for New Agencies (Corporate Licenses)									
TO US AUTO	NO	NO	NO	YES	NO	NO	\$10.00	YES	YES	YES	YES	

**** Please note: Make payments with official agency checks or money orders – NO PERSONAL CHECKS.**