



Escrow officer name or address change request form

You must fill out and send us this document within 30 days of a change to your name or address becomes official.

TDI license number: _____

Name as listed on your license:

| | | | |
|------------|-------------|-----------|--------|
| First name | Middle name | Last name | Suffix |
|------------|-------------|-----------|--------|

► **Fill out this section if you changed your name:**

New legal name:

| | | | |
|------------|-------------|-----------|--------|
| First name | Middle name | Last name | Suffix |
|------------|-------------|-----------|--------|

📎 Attach a copy of an official document showing that your name changed. For example, send a copy of a marriage certificate or divorce decree.

► **Fill out all parts of this section if your address changed:**

Phone numbers:

Personal (____) _____ Business (____) _____

Email addresses:

Personal _____ Business _____

Home address:

Street address _____

City _____ State _____ ZIP _____

Is your mailing address the same as your home address (primary residence)? Yes No

If no, what is your mailing address?

Mailing address _____

City _____ State _____ ZIP _____

► **Sign here:**

The answers I gave on this form are true and correct:

Escrow officer's signature

Date

► **To be filled out by a notary public:**

State of _____

County of _____

Before me, notary public, on this day personally appeared _____,

Escrow officer's name

known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Personalized Seal)

Notary public's signature

► **Return this form and any attachments one of these ways:**

Mail:

[Texas Department of Insurance]
[Title Licensing (Mail code 107-TL)]
[PO Box 149104]
[Austin, Texas 78714-9104]

Overnight mail or in person:

[Texas Department of Insurance]
[Title Licensing (Mail code 107-TL)]
[333 Guadalupe]
[Austin, Texas 78701]

Email:

[TDI-TitleLicensing@tdi.texas.gov]

► **Contact us if you have questions:**

You can: (1) use our online question form at [www.tdi.texas.gov/agent/question.html], (2) email [TDI-TitleLicensing@tdi.texas.gov], or (3) call [512-676-6475].

► **Know your rights:**

You have the right to see and get facts we have about you: If you want to get information we have about you, you must ask us in writing. You might need to pay to get a copy of this information. You can send your letter or email one of these ways:

Email: [OpenRecords@tdi.texas.gov]

Fax: [512-490-1021]

In person: [333 Guadalupe, Austin, Texas 78701]

Mail: [Texas Department of Insurance]

[Public Information Coordinator]

[PO Box 149104 (Mail code 110-1C)]

[Austin, Texas 78714-9104]

You have the right to ask that we fix information we have about you that is wrong: If you want to ask that we fix information we have about you that is wrong, you must ask us in writing. The letter or email must have: (1) your name and mailing address, (2) your phone number, (3) details about what needs to be fixed, and (4) the reason or proof showing why the information is wrong. You can send your letter or email one of these ways:

Email: [RecordCorrections@tdi.texas.gov]

Fax: [512-490-1025]

In person: [333 Guadalupe, Austin, Texas 78701]

Mail: [Texas Department of Insurance]

[Record Correction Request]

[PO Box 149104 (Mail code 113-1C)]

[Austin, Texas 78714-9104]