



ARKANSAS INSURANCE DEPARTMENT  
LICENSE DIVISION  
1200 WEST 3<sup>RD</sup> STREET  
LITTLE ROCK, AR 72201  
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WEBSITE: <http://www.insurance.arkansas.gov/License/divpage.htm>

## TITLE AGENCY TITLE AGENT AFFILIATION AND TERMINATION INSTRUCTIONS

### Title Agent Affiliation (Adding Title Agent to Title Agency License) :

1. Complete form AID-LI-AGY-ADD-TI. The form may be reproduced or computer generated; however, it must be generated in the same format.
2. The information must be legible or the form will be returned **unprocessed**.
3. All title agency information must be completed.
4. All information for the title agent must be completed.
5. The form must be signed and dated by an agency official.
6. Incomplete forms will be returned **unprocessed**.
7. The business entity check for the fee amount must be payable to the Arkansas Insurance Department Trust Fund. (See Form AID-LI-AGY-ADD-TI for fees.)
8. Once the addition has been processed, the title agency will receive a certification from the Department showing this individual has been added to its license. This certification must be presented to all insurance companies for which the producer will write business for the business entity (agency) in order for the insurance company to appoint the title agent.

### Title Agent Termination of Affiliation from Title Agency License:

1. Complete form AID-LI-AGY-TERM-TI. The form may be reproduced or computer generated; however, it must be generated in the same format.
  2. The information must be legible or the form will be returned **unprocessed**.
  3. All title agency information must be completed.
  4. All information for the title agent must be completed.
  5. The form must be signed and dated by an agency official.
  6. Incomplete forms will be returned **unprocessed**.
  7. The title agency check for the fee amount must be payable to the Arkansas Insurance Department Trust Fund. (See Form AID-LI-AGY-TERM-TI for fees.)
  8. Once the termination has been processed, title agency will receive a certification from the Department showing this individual has been terminated from its license. This certification must be presented to all insurance companies for which the producer has been writing business for the business entity (agency) in order for the insurance company to terminate the producer's appointment.
- If you have questions regarding adding or terminating a title agent to a **resident** title agency please contact Lisa Hunt at (501) 371-2757.
  - You can view the title agents listed on your title agency license by visiting the Department's Web site at <http://insurance.arkansas.gov/is/Agency>.