

## Instructions for the Title Insurance Agent Online Application

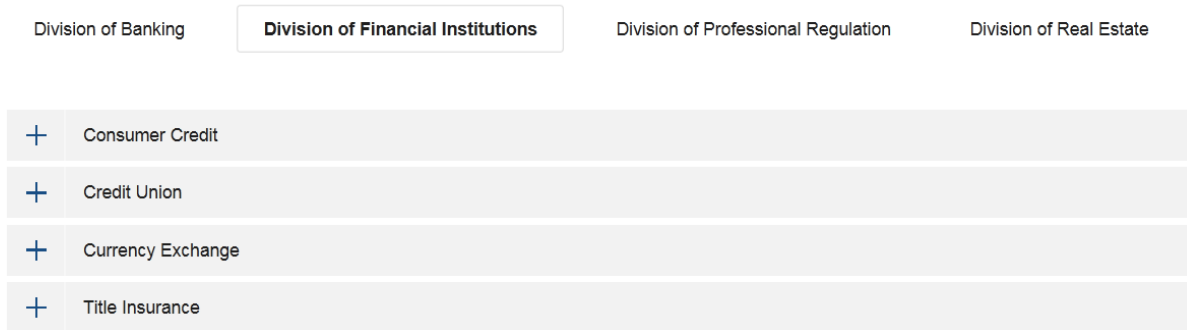
The Department of Financial and Professional Regulation, Division of Financial Institutions now has an online application available for Underwriters to register their new Agents.

You should have received an email and/or letter from the department with a web link with a User Id and Password. To complete the online application, go to our Website at [www.idfpr.com](http://www.idfpr.com) and click on “New Applications”.

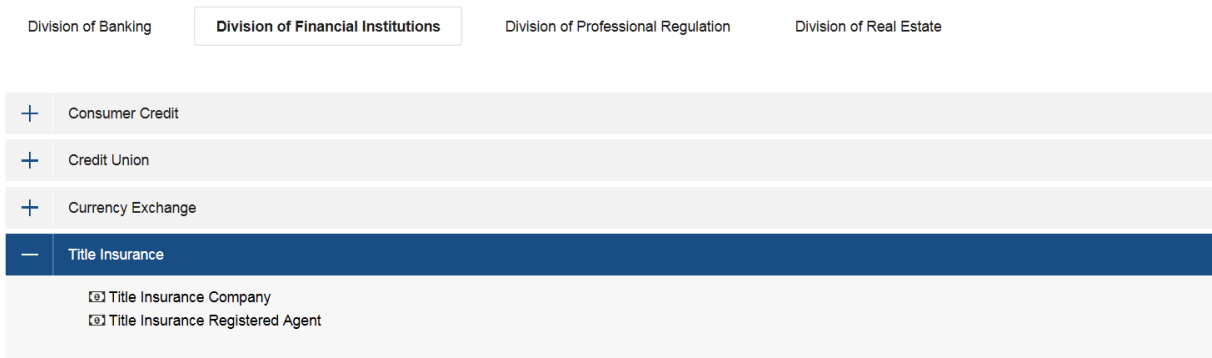


Fill out and send in your license application to IDFPR to jumpstart your career in Illinois.

Click on Division of Financial Institutions and four options are displayed. Click on the “+” by “Title Insurance”.



This expands to either the “Title Insurance Company” or “Title Insurance Registered Agent”.



This reveals a new page of links regarding “Title Insurance Online Services”, “Additional Resources”, “Title Insurance Registered Agent Application/Renewal” (Old version), and “Title Insurance Company” forms.

Click on the “+” by “Title Insurance Online Services” expand to “Clear Online Services”.



Follow this link to see the Online Application Log in screen.




Enter the User Id and Password provided by the Title Insurance section.

*(If you have difficulty logging into the Title Insurance Online Application, please contact the Division of Financial Institutions by phone 312-814-3622 and/or by email [FPR.TitleInsurance@Illinois.gov](mailto:FPR.TitleInsurance@Illinois.gov).*

After you log in, you will see a welcome statement and “More Online Services”.

Welcome, Attorneys' Title Guaranty Fund Inc    Logout    \$0.00 Checkout

 **ILLINOIS DEPARTMENT OF FINANCIAL & PROFESSIONAL REGULATION**    HOME    ONLINE SERVICES ▾

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**Welcome**

The Illinois Department of Financial Regulation licenses, examines and regulates thousands of entities, including: all state chartered credit unions, currency exchanges, consumer and sales finance, payday lenders, transmitters of money, title insurance companies and other financial institutions throughout Illinois, as authorized and directed by the Financial Institutions Code.

Should you have a question or need assistance resolving a dispute with one of the DFI's licensees, please contact us.

James R. Thompson Center 100 West Randolph Street, 9th Floor Chicago, Illinois 60601 312-814-2000 888-298-8089 TDD: 312-814-7138 Please click on hyperlinks below for services.	320 West Washington, 5th Floor Springfield, Illinois 62786 217-782-2831 888-298-8089 TDD: 217-785-3022
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## More Online Services

### Activities

- [Apply for a New Title Insurance Agent](#)
- [Agent Cancellation](#)
- [Update my Contact Info](#)
- [Lookup a License](#)

## About Us

*The Department's mission is to protect and promote the lives of Illinois consumers.*




## Contact Us

**Find us at:**  
*Illinois Department of Financial and Professional Regulation*

*320 West Washington Street, 3rd Floor  
Springfield, Illinois 62786*

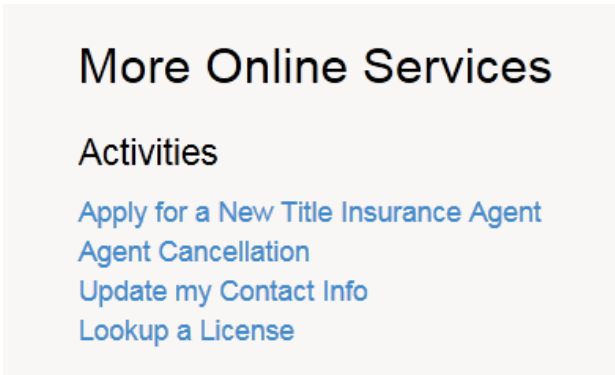
**Send mail to:**  
*Illinois Department of Financial and Professional Regulation*

*100 West Randolph, 9th Floor  
Chicago, Illinois 60601*

-  [fprinfo@illinois.gov](mailto:fprinfo@illinois.gov)
-  [1-888-4REGUL8 \(1-888-473-4858\)](tel:1-888-4REGUL8)
-  [TTY: 1-866-325-4949](tel:1-866-325-4949)

Please note, the amount of idle time allowed is five minutes. When that has been reached, you will be kicked out to the log in screen again.

To start an application for a new Title Insurance Agent, click on “Apply for a New Title Insurance Agent”.



**More Online Services**

**Activities**

- [Apply for a New Title Insurance Agent](#)
- [Agent Cancellation](#)
- [Update my Contact Info](#)
- [Lookup a License](#)

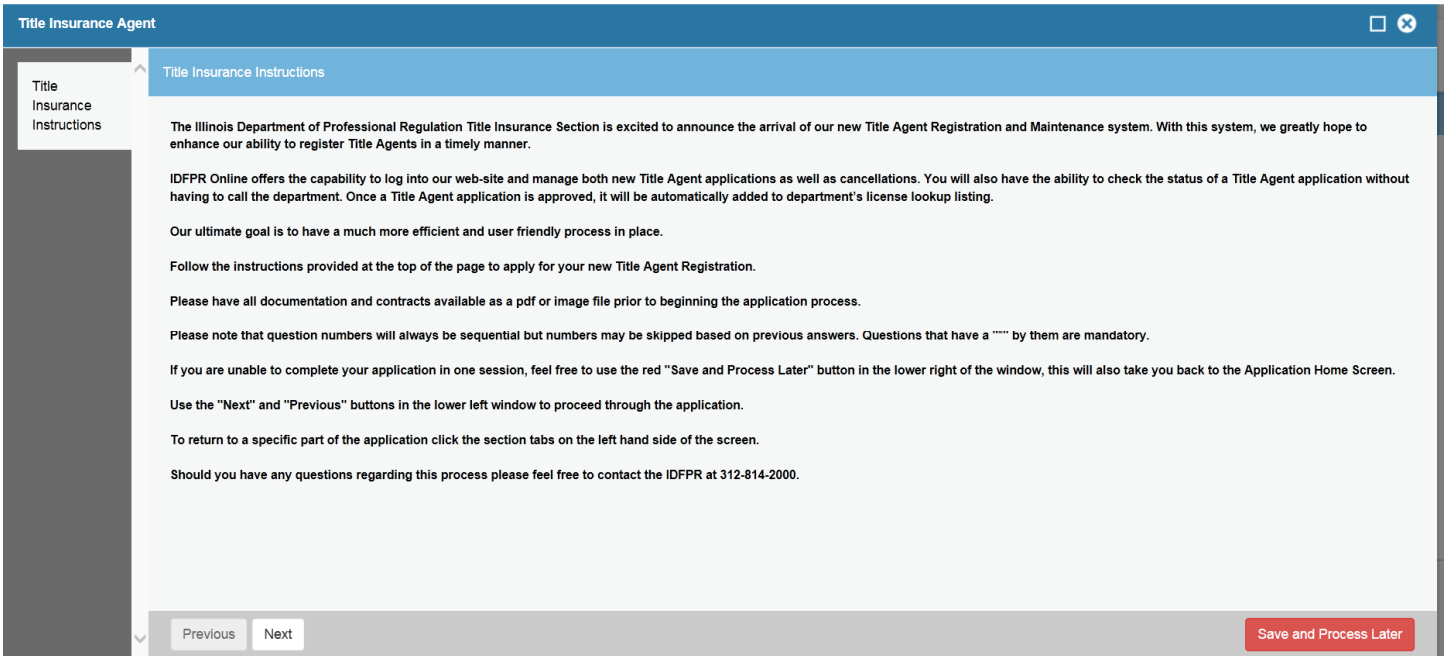
Then you will see a new screen as the following:



Application			
	License	Prefix	Comments
<a href="#">Start</a>	Title Insurance Agent	TA	

To start entering the information for the new agent, click on “Start”.

You will then see a screen as shown:



**Title Insurance Agent**

**Title Insurance Instructions**

The Illinois Department of Professional Regulation Title Insurance Section is excited to announce the arrival of our new Title Agent Registration and Maintenance system. With this system, we greatly hope to enhance our ability to register Title Agents in a timely manner.

IDFPR Online offers the capability to log into our web-site and manage both new Title Agent applications as well as cancellations. You will also have the ability to check the status of a Title Agent application without having to call the department. Once a Title Agent application is approved, it will be automatically added to department's license lookup listing.

Our ultimate goal is to have a much more efficient and user friendly process in place.

Follow the instructions provided at the top of the page to apply for your new Title Agent Registration.

Please have all documentation and contracts available as a pdf or image file prior to beginning the application process.

Please note that question numbers will always be sequential but numbers may be skipped based on previous answers. Questions that have a "" by them are mandatory.

If you are unable to complete your application in one session, feel free to use the red "Save and Process Later" button in the lower right of the window, this will also take you back to the Application Home Screen.

Use the "Next" and "Previous" buttons in the lower left window to proceed through the application.

To return to a specific part of the application click the section tabs on the left hand side of the screen.

Should you have any questions regarding this process please feel free to contact the IDFPR at 312-814-2000.

[Previous](#) [Next](#) [Save and Process Later](#)

This is the instruction page of the application. As you can see there are several more buttons available:

“Previous”, “Next”, and “Save and Process Later”.

The Previous button will move you to the previous page in the application. The Next button will move you to the next page.

The "Save and Process Later" is to save your work for the time being just in case you do not have information to fill in or the documents to upload, etc.

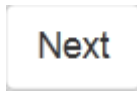
There are two other symbols to note on the page as well:



This is located in the upper right of the page.

The Square switches you from larger version or smaller versions of the application. The X exits the application. The information on the page will NOT be captured. You will need to click on "Save and Process Later" to record your progress.

To start answering the questions, please click



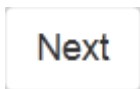
**Fields marked with an asterisk \* are required.**

**1. Select the Entity Type for this Title Agent. Press the "Next" button below to proceed with the application.**

\*

- a. The red asterisk (\*) next to the dropdown box indicates the answer required (*Please note many of the questions in the application are required*).
- b. In this case for an agent, select "Individual"


Click



**Title Insurance Entity - Individual**

**Fields marked with an asterisk \* are required.**

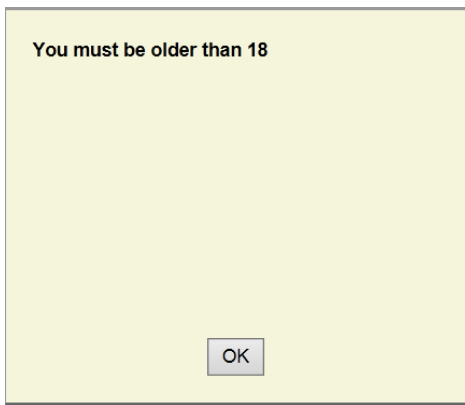
**4. List the Title Agent Birth Date**

\*   (MM/DD/YYYY) Today

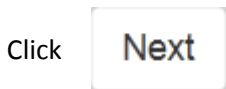
**5. Individual TaxID**

\*

Enter the Agent's date of Birth. The date can be entered directly or click on the little calendar and selecting a date. The value is checked to see if the Agent is at least 18 years of age. If the Agent is not 18 or older, the following message will appear:



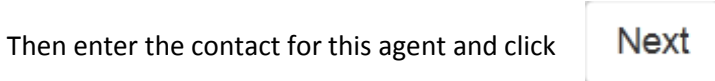
When the OK button is pressed, the application will kick you out to the beginning of the application. Otherwise, enter the Agent's Tax ID.



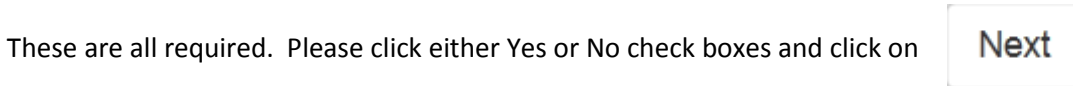
Please enter information for the Name, Address, City, State, Zip code, phone number, etc.

When you enter the phone number, just enter the numbers of the phone number. The phone number will be shown as (999) 999-9999 for you.

When the email is entered, the email address is checked to see if it is a valid address. If not, you will see a validation error **Email address is invalid..**



The next page deals with Producers of Title Business and Associates. If you do not answer these questions, you'll receive the validation error **Check Yes or No.**



The next question asks if the Agent has been disciplined by our department or any agency that regulates Title Insurance.

Title Insurance Agent - Has been disciplined

Fields marked with an asterisk \* are required.

21. Has the individual agent or a business entity's officers, directors, members, partners or shareholders (other than a public corporation) ever been the subject of a disciplinary action by this Department or any other regulator of title insurance business? If yes, please give a detailed explanation.

\* No

Comments:

If the answer is yes, please provide details in the comments.

Click

## Document Uploads

When uploading the document, click  and navigate to the file locations on your pc and click .

You may see



1. The Fully Executed statement by Agent. This document will need to be completed by the agent with a signature that is sent to you so you can upload.

### 22. Please upload the fully executed Statement by Agent document.

No document(s) uploaded for this question.

Select a document to upload:

\* File types accepted: [doc](#), [pdf](#), [rtf](#), [tif](#), [xls](#)

Upload at least one file

2. Individual Affidavit. Similarly to the Agent Executed Statement, the form must be completed by the agent with a signature and sent to you to be uploaded. The Affidavit will also need a Notary before upload.

24. Please upload the fully executed Individual Affidavit document.

No document(s) uploaded for this question.

Select a document to upload:

Browse...

\* File types accepted: doc, pdf, rtf, tif, xls

Upload Document

Upload at least one file

Click

Please keep in mind, if you don't have the documents from the agents at the time of processing the application, you can click  to save the progress of the application.

When you receive the required documentation from your prospective Agents, you can then log in, go to the upload page and complete that portion of the application.

Next, the designated user at the Underwriter Company will need to certify the information is correct.

Title Company Representative - Part A

Fields marked with an asterisk \* are required.

21. As the Company's undersigned representative, I hereby: 1. Acknowledge that: a. the company has provided training material to the Agent, is responsible for keeping the Agent informed about the Illinois Title Insurance Act, the rules and any subsequent changes; b. pursuant to the act and its rules and the law of agency in the State of Illinois, the company may be ultimately liable for the actions of the Agent; c. pursuant to the act and its rules, the company shall notify the Department of changes in the Agent's contact information; 2. Certify that: a. the undersigned personally reviewed the Agent's application; b. that the application was submitted within a reasonable period of time such that the Department can register the Agent within 30 days of the signing of the agency agreement by the Agent; c. that if the Agent is an attorney at law, s/he is currently authorized to practice in Illinois; d. that if the Agent is a business entity that it is properly registered with the Illinois Secretary of State e. that if errors and omissions insurance coverage is required by the Company, that the Agent has provided proof thereof; f. that the application is complete and all other information has been verified; g. that the company knows of no reason why the Agent should not be registered; and 3. I further state that these representations are true and correct to the best of my knowledge and belief and that I am legally authorized to acknowledge and certify the above.

\*  Yes  No

If the user clicks "No", then a pop up window indicating you will need to click yes to certify the application.

You must certify yes. Please select yes to continue.

OK

Click



After you certify that the information on the application is correct, please complete the fields that request your name, phone, and email address to complete the online application.

### Title Company Representative - Part B

Fields marked with an asterisk \* are required.

**22. Name of Person Completing Application**

\*

**23. Title Company Representative - Phone**

\*

**24. Title Representative Email Address**

\*

Click

Next

You have completed the Title Insurance Agent application.

You can review your answers by scrolling down the list.

If you need to make any corrections you can click

Previous

When you are finished, click

Finish

You will see a "Transaction Details" screen stating the Transaction has been completed. Since there is no fee for Agent Registration, the Amount Due will be 0.00.

## Payment Receipt

Illinois Department of Financial and Professional Regulation

### Transaction Details

Transaction Date: 10/14/2015

Confirmation #:

Attorneys' Title Guaranty Fund Inc

### Transaction Complete.

Please print a copy for your records from the button above and send in with any fee payment that might be required.

Description	Amount
Application - Title Insurance Agent	\$0.00