



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation
INSURANCE DIVISION
233 Richmond Street, Suite 233
Providence, RI 02903 – 4233
Telephone No. (401) 222-2223
www.dbr.state.ri.us

FAX No. (401) 222-5475
TDD No. (401) 222-2999

FAQs for the Licensing of Rhode Island Title Insurance

The following is a list of frequently asked questions that should assist applicants with the licensing process of Rhode Island Title licenses:

1. *Who is required to hold an active Title Insurance License?*

Any individual (residents and nonresidents) that is writing/handling title insurance for RI residents, must hold an active Title Insurance license.

2. *Are appointments required for a Title license?*

No. As of November 1, 2006, the RI Insurance Division no longer requires appointments by an underwriting company for a Title license. Each Individual and Business Entity is required to hold a valid Title license, however, underwriter information is **NOT** required by this division. Click here to view the appointment notice:

http://www.dbr.state.ri.us/documents/divisions/insurance/licensing/title_insurance/Notice_Title_Appointments.pdf

3. *Is a Letter of Certification required?*

No, a Letter of Certification is not required.

4. *What is a Letter of Certification or a Letter of Good Standing?*

A “Letter of Certification” and a “Letter of Good Standing” is a certified letter that is issued by the licensee’s home state Insurance Department and is proof that he/she is currently licensed and in compliance with all of the home state requirements. A Letter of Certification is not required for nonresidents that are applying for a RI Title license. The RI Insurance Division will verify the State Producer Licensing Database (SPLD) or the individual/business entity may submit a copy of the Producer Database (PDB) verification.

5. *What is a Letter of Clearance?*

A Letter of Clearance is a certified letter that indicates that he/she has cancelled their home state license. A Letter of Clearance is required for all nonresident Title licensees that are moving to RI that were previously licensed in that state. If the applicant is moving from RI to another state and he/she is required to obtain a Letter of Clearance from RI, applicants may request such and pay a fifteen (\$15) dollar fee (per letter). To obtain a Letter of Clearance Request Form, please click here:

http://www.dbr.state.ri.us/documents/divisions/insurance/licensing/surplus_line/Request_for_Letter_of_Clearance.pdf

6. How does a Rhode Island resident obtain the background information that is required for licensure?

All Rhode Island residents are required to comply with a RI background report. Beginning April 1, 2007, all residents are required to contact the Office of the Rhode Island Attorney General.

To reach by phone, Rhode Island residents should do the following:

1. Dial 401-274-4400
2. Select English (#1) or Spanish (#2)
3. Select Option #3 (BCI Unit)
4. Select Option #1 (Criminal Record Checks)

Mailing address:

Office of the RI Attorney General
150 South Main Street (BCI Unit)
Providence, RI 02903

For directions to the Office of the Rhode Island Attorney General office, you may visit their website at <http://www.riag.state.ri.us/directions.php>

Once the background report has been issued and certified by the Office of the Rhode Island Attorney General, applicants should attach a **copy** to their Title Insurance application. Or RI residents may apply on line at <https://sbs-ri-public.naic.org/Lion-Web/jsp/ext/login/UserVerification.jsp>. Applicants that apply online may scan the background information and attach to the application. If the document is not attached and sent electronically, applicants should mail or fax under a separate cover. Please be sure to include a copy of the online transaction page that includes the online transaction number.

7. I am applying for a Title Insurance license in another state and I am required to attach a Letter of Certification or a Letter of Good Standing, how do I request such?

The Rhode Island Insurance Division has continued to issue letters of certification and good standing for those RI residents that are applying for a license in another state. It should be noted that the Division is participating in the national initiative for consistency and uniformity of state insurance regulation by using the Producer Database (“PDB”) or State Producer Licensing Database (“SPLD”) as an official state record for licensing. In an effort to promote such uniformity, RI will **no longer** issue letters of certification or good standing for *Insurance Title Licensees*. RI does not require letters of certification or good standing and the applicant’s home state license is verified on PDB or SPLD.

8. What is the correct fee(s) for a RI Title License and does the Department require separate checks?

The application fee is \$50.00 and the license fee is \$50.00.

Separate checks are **not** required. **One check for the total amount of \$100.00 is required per application.**

Checks are made payable to: General Treasurer, State of Rhode Island.

For all Title Insurance Licensing Fee Information please click here, http://www.dbr.state.ri.us/documents/divisions/insurance/licensing/title_insurance/Title_License_Fees.pdf

** The application fee is non-refundable. For more information applicants should review RI fee Regulation #103 at, <http://www.dbr.state.ri.us/documents/rules/insurance/InsuranceRegulation103.pdf>

9. *What is the Insurance Division's policy regarding the addition of a "DBA" (Doing Business As or Assumed) Name to an active license or for those applicants that are applying for the first time?*

A Title Insurance licensee doing business under any name other than the licensee's legal name is required to notify the Insurance Commissioner prior to using the assumed name, pursuant to RI Gen Laws § 27-2.4-12. The addition of a DBA or Assumed Name must be in writing to the Insurance Division and a twenty-five (\$25.00) duplicate license fee is required, if requested. The DBA or Assumed Name will print on his/her individual Title Insurance license.

10. *I just received the Title Insurance license and the license indicates that there is "No LOAs Associated" in the Line of Authority column, is this correct?*

There are no lines of authority associated with Title Insurance licenses; therefore, the license is printed accurately.

11. *How should a licensee change their resident address, business address and/or legal name on the Title license?*

To update the address information, licensees are required to fax (401-222-5475) or mail changes to the Rhode Island Insurance Division. For name changes applicants are required to include a copy of the legal name change documentation. Please click here to obtain a Change of Address-Name form:

http://www.dbr.state.ri.us/documents/divisions/insurance/licensing/title_insurance/LicenseeChangeofAddressForm.pdf

12. *How is a duplicate license obtained and what is the correct fee?*

Title licensees are required to submit his/her request in writing and a check in the amount of twenty-five (\$25) dollars is required. The duplicate license request should be mailed to the RI Insurance Division, Licensing Section.

Checks are made payable to: General Treasurer, State of Rhode Island.

13. *How should a title license be cancelled?*

Licensees that wish to cancel his/her/its license are required to return the original license along with a letter advising the Rhode Island Insurance Division of such.

14. *The Title Insurance license has not been renewed on time, what steps should be taken to reinstate the license?*

Once the license has expired, the licensee has one (1) year to reinstate the Title Insurance license.

If the Reinstatement is received within the thirty (30) day grace period of the expiration date, the individual is required to complete an Application for License Reinstatement and pay a two-year Renewal Fee of \$50.

If the Reinstatement is received over the thirty (30) day grace period of the expiration date, the individual is required to complete the Application for License Reinstatement, pay the two-year renewal fee of \$50 **AND** pay the additional \$25 Reinstatement Fee.

** The Reinstatement fee is in addition to the two-year renewal fee.*

For renewal or reinstatement of a Title License, please click here:

<http://www.dbr.state.ri.us/divisions/insurance/licensing.php#title>

15. *Does the Title Insurance Licensee receive a new license each time it is renewed?*

No, Title Insurance licenses are perpetual and are not reissued upon renewal. To check the status of the license or to verify the expiration date and effective date, licensees should visit the Department website.

Check here: <https://sbs-ri-public.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp>

16. *The Title Insurance license renewal notice was never received, is it required that the licensee renew his/her/its license?*

Yes, Title Insurance renewal notices are mailed at least sixty (60) days prior to the expiration date. If the renewal notice is not received, the licensee is responsible for the renewal of his/her/its license.

17. *How should the Title Insurance licensee verify his/her expiration date?*

To check the status of a Title Insurance license or to verify the expiration date, licensees should click here: <https://sbs-ri-public.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp>

Follow the instructions and enter only the information that is needed for the search criteria. If the applicant is licensed, the search page information will display the licensee's information. If the information is not populated on the website, the applicant is **NOT** authorized to transact Title Insurance Business and the application has **NOT** been processed and/or approved by the RI Insurance Division. Effective January 1, 2007, Title applicants are issued a biennial license and the expiration date is based on the effective month and his/her birth month. All business entity licenses expire on May 31st. For more information, applicants should click here to review the Notice:

http://www.dbr.state.ri.us/documents/divisions/insurance/licensing/insurance_producer/2006-Notice_of_Change_to_Birth_Month-Exp-Date.pdf

The Title license is a separate license type and there are no lines of authority associated. Licenses are not printed with an expiration date and the insurer, the agency or the individual licensee should verify the status of such online.

18. *Is the E-licensing service available for Title licensees?*

Yes, applicants are encouraged to apply online and current licensees have the ability to renew/reinstate his/her/its license. For **RESIDENT AND NONRESIDENT** applications, you may visit the National Insurance Producer Registry (NIPR) website at www.nipr.com

RESIDENTS & NONRESIDENTS that wish to **renew/reinstate** their license should click here: https://sbs-ri-public.naic.org/Lion-Web/jsp/login/login_main.jsp

For questions relating to the NIPR website and online licensing process, applicants should call the NAIC helpdesk at 816-783-8500.