

SETTLEMENT AGENT OFFICIAL REGISTRATION FORM  
FOR LICENSED TITLE INSURANCE COMPANY OR AGENCY  
**VIRGINIA BUREAU OF INSURANCE**

REGISTRATION FEE - \$15.00

Please make check payable to the "Treasurer of Virginia"

Choose the Capacity in which you are providing real estate settlement services	
<input type="checkbox"/> Licensed Title Insurance Company	<input type="checkbox"/> Licensed Title Insurance Agency
License #	

Full name of Corporation or Agency \_\_\_\_\_

Name of Officer or Director: \_\_\_\_\_  
First Name Middle Name Last Name

Business Address: (Required) Firm Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip+4 \_\_\_\_\_

( ) Telephone ( ) Facsimile

Email \_\_\_\_\_

Identify a designated/responsible licensed producer (employee) responsible for the business entity's compliance with the insurance/RESA laws, rules and regulations of this Commonwealth.

Printed Name: \_\_\_\_\_ License Number: \_\_\_\_\_

We certify the information provided above is true, accurate, and we will keep the Bureau advised of any changes in the information provided within 30 days in accordance with Virginia Code Section 38.2-1826.

Name of Officer/Director (print) \_\_\_\_\_

Signature of Officer/Director: \_\_\_\_\_

Date: \_\_\_\_\_

AS A REAL ESTATE SETTLEMENT AGENT YOU NEED TO BECOME FAMILIAR WITH THE BUREAU'S LAWS AND REGULATIONS AT [WWW.SCC.VIRGINIA.GOV/BOI](http://WWW.SCC.VIRGINIA.GOV/BOI) AND THE UPL GUIDELINES, AVAILABLE ON THE BAR'S WEBSITE AT [WWW.VSB.ORG](http://WWW.VSB.ORG), AND VA CODE § 17.1-223.

**Please complete this form and return with registration fee and attachments to:** Virginia Bureau of Insurance, RESA Investigation Section 3<sup>rd</sup> Floor, 1300 East Main Street, Richmond, VA 23219-2800. Questions (804) 371-9322.

- \*Attachments:  Original Surety Bond  
 Proof and/or Certification of E&O Insurance  
 Proof and/or Certification of Employee Dishonesty Policy, Fidelity Bond, or Waiver