



**Texas Department of Insurance**

Applications Section: Mail Code 107-1A  
P.O.Box 12069 Austin, TX 78711-2069  
http://www.tdi.state.tx.us  
512-322-3503

**Insurance Service Representative (ISR)  
Transfer/Cancel Employment Form**

**Transfer or Sponsor Fee: \$10.00**

This form must be completed to appoint an ISR employed to act on behalf of a General Lines Property and Casualty agent/agency as provided in *Texas Insurance Code* Article 21.14 §8 or to cancel that ISR relationship.

To TRANSFER an ISR from one General Lines Property and Casualty agent/agency to another, complete Parts I, II, and III. To SPONSOR a currently licensed ISR whose employment relationship has been canceled on TDI's records, complete Parts I and II. To CANCEL an ISR employment relationship, complete Parts I and III.

When submitting this form to TRANSFER or SPONSOR an ISR, please include the \$10.00 fee. Make checks payable to the Texas Department of Insurance. All fees are nonrefundable and nontransferable. A fee is not required to cancel an ISR employment relationship.

**Part I – Identification. Must be completed.**

Full Legal Name of licensed ISR.

\_\_\_\_\_  
FIRST NAME LAST NAME MI SUFFIX

\_\_\_\_\_  
ISR LICENSE NUMBER OR SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DAYTIME PHONE NUMBER (AREA CODE) EXTENSION

**Part II – Transfer or Sponsor**

Must be completed by the licensed General Lines Property and Casualty agent/agency employing the ISR.

**Appointing General Lines Property and Casualty Agent:**

\_\_\_\_\_  
SIGNATURE DATE SIGNED TDI LICENSE NUMBER OR SSN OF APPOINTING INDIVIDUAL GENERAL LINES AGENT

**or**

\_\_\_\_\_  
TDI LICENSE NUMBER FOR APPOINTING CORPORATE OR PARTNERSHIP ENTITY

\_\_\_\_\_  
**PRINT NAME OF ABOVE SIGNING GENERAL LINES PROPERTY AND CASUALTY AGENT** **PRINT NAME OF APPOINTING CORPORATE OR PARTNERSHIP ENTITY (IF APPLICABLE)**

**PART III – Cancellation of Existing Recorded ISR Employment Relationship**

Must be completed by either the ISR or the current General Lines Property and Casualty agent/agency to cancel the ISR employment relationship as shown on TDI's records.

\_\_\_\_\_  
SIGNATURE OF ISR OR SPONSORING GENERAL LINES AGENT DATE SIGNED TDI LICENSE NUMBER OR SSN OF CURRENT INDIVIDUAL SPONSOR

**or**

\_\_\_\_\_  
TDI LICENSE NUMBER OF CURRENT SPONSORING CORPORATE OR PARTNERSHIP ENTITY

\_\_\_\_\_  
**PRINT NAME OF ABOVE SIGNING ISR OR GENERAL LINES AGENT**

**Notice About Certain Information Laws and Practices**

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the *Texas Government Code*, you have the right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.004 of the *Texas Government Code*, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's Legal & Compliance Division at (512) 475-1757 or visit the Corrections Procedure section of TDI's Web site at [www.tdi.state.tx.us](http://www.tdi.state.tx.us)