



Texas Department of Insurance

Licensing Division, Mail Code 107-1A
333 Guadalupe • P. O. Box 149104, Austin, Texas 78714-9104
512-322-3503 telephone • 512-490-1036 fax • www.tdi.state.tx.us

CURRENTLY REGISTERED BRANCH OFFICE ADDRESS CHANGE REQUEST

DO NOT USE THIS FORM TO ADD AN ADDITIONAL BRANCH OFFICE LOCATION.
AN LDTL FORM MUST BE USED TO ADD AN ADDITIONAL BRANCH OFFICE LOCATION
Form is located at http://www.tdi.state.tx.us/forms/lhllicensing/lhl203ldtlform.pdf

PLEASE FILL IN ON COMPUTER AND PRINT, OR PRINT CLEARLY BY HAND

TDI License Number _____
Located on License and Renewal Application

Name of Agent or Agency _____
Name Shown on License

1. BRANCH OFFICE ADDRESS TO BE DELETED: This is the old physical location of a currently registered additional office location of the above named agent or agency

Old Street, Physical Location or Route address on file with TDI for Additional (Branch) Office Location

City, State, Zip Code

2. NEW ADDRESS OF BRANCH OFFICE LISTED IN ITEM 1: This is the new physical location of a currently registered additional office location of the above named agent or agency

Street, Physical Location or Route- P.O. Box Not Allowed

City, State, Zip Code

3. Daytime Phone Number:

4. SIGNATURE _____ / _____
Must be signed by agent (IF AGENCY, OFFICER OR PARTNER MUST SIGN) DATE

COMPLETED FORM MAY BE MAILED OR FAXED TO:

Texas Department of Insurance
P.O. Box 149104 - MC 107-1A
Austin, Texas 78714-9104:
FAX: (512) 490-1036

NOTE: This is a change of address form ONLY. To register an additional branch office location, an LDTL form must be completed. The LDTL form is located at http://www.tdi.state.tx.us/forms/lhllicensing/lhl203ldtlform.pdf