



---

## ***Title / Title Insurance Marketing Representative Individual Initial License Application Checklist***

### **Application Requirements for [Resident Title Applicants](#):**

- Review Ohio Department of Insurance [Licensing Information Bulletin](#).
- Complete [Criminal Background Check](#) (BCI & FBI).
- Schedule Title [Examination](#) with Prometric. Contact Prometric at 877-346-4014 or at [www.prometric.com/ohio](http://www.prometric.com/ohio).
- Successfully pass Title examination.
- Complete online Title [application](#) only **AFTER** successfully passing examination.
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).
- Pay non-refundable filing fee of \$10.00.

### **Application Requirements for [Non-Resident Title Applicants](#):**

- Must have an active Title license in home state.
- Complete online Title [application](#)
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).
- Pay non-refundable filing fee of \$10.00.

### **Application Requirements for [Title Insurance Marketing Representative Applicants](#):**

- Must have an active Title license in home state.
- Complete paper Title Insurance Marketing Representative [application](#).
- Title Insurance Marketing Representative must be sponsored by a licensed Title individual or business entity.
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).
- Pay non-refundable filing fee of \$10.00. Check or money order made payable to “State of Ohio Treasurer”.

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS  
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**