



Title / Title Insurance Marketing Representative Individual Renewal License Application Checklist

Application Requirements for [RESIDENT Applicants](#):

- Complete [12 CE credits](#) (2 of which must be approved as Ethics) from an Ohio approved [CE provider](#).
- Review [Ohio CE Transcript](#) to determine if all completed CE credits have been reported to the Department.
- Complete online [Renewal application](#) only **AFTER** CE requirements have been completed.
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).

Application Requirements for [NON-RESIDENT Applicants](#):

- Must have an active Title license in home state.
- Complete online [renewal application](#).
- Pay non-refundable filing fee of \$25.00.
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).

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

- Must have an active Title or Title Insurance Marketing Representative 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.
- Pay non-refundable filing fee of \$25.00. Check or money order made payable to “State of Ohio Treasurer”.
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).

Application Requirements for Applicants Requesting License Renewal **AFTER License Expiration Date:**

- If submitting license renewal application and/or completing required CE during the one month late renewal period, pay an additional non-refundable Late Renewal Fee of \$50.00.
- If submitting license renewal application and/or completing required CE during the license reinstatement period, pay an additional non-refundable Late Renewal Fee of \$100.00.

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