



# Fidelity National Title Insurance Company

## CREATING A LICENSED TITLE AGENCY IN FLORIDA

### 1. Create and form a business entity.

- a. **File with the Florida Department of State** ([www.dos.state.fl.us](http://www.dos.state.fl.us)) Determine which type of business entity to create, then complete applicable filing documents and submit with the required filing fee. (*Estimate at least one week*).
- b. **File with the IRS** – File appropriate forms with the Federal Government/IRS to formally obtain a federal employer identification number (FEI#). **IRS Form SS-4** must be completed and either faxed, mailed or via telephone submitted to the IRS office. (*estimate 5 business days*).

**IRS Entity Control  
Atlanta, GA 39901  
Ph: 770-455-2360  
Fax: 678-530-6156**

### 2. Contact insurance carrier to obtain required insurance:

- a. \$35,000 Surety Bond
- b. Fidelity bond in the amount not less than \$50,000
- c. Errors and Omissions (E&O) insurance in an amount not less than \$250,000 with a deductible not greater than \$10,000

3. **Obtain a Title Agency License from the Florida Department of Financial Services** (*estimate 4 weeks*)– Complete the **Resident and Nonresident Firm & Title Agency Insurance License Application**. Submit application (need to be fingerprinted electronically – see website [www.fldfs.com/agents](http://www.fldfs.com/agents)), original \$35,000 Surety Bond, and required fees to:

**Florida Department of Financial Services  
Bureau of Agent and Agency Licensing  
Revenue Processing Section  
Post Office Box 6000  
Tallahassee, FL 32314-6000**

### 4. Obtain Appointment by Fidelity National Title Insurance Company

- a. Contact your local Fidelity Representative for further information.