



TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 • Austin, Texas 78711-2157
(800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871
www.tdlr.texas.gov • cs.legal.service.contracts@tdlr.texas.gov

FOR-PROFIT LEGAL SERVICE CONTRACTS COMPANY REGISTRATION APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with a cashier's check or money order on top. **Do not use staples**. Make cashier's check or money order payable to TDLR.

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CASHIER'S CHECK OR MONEY ORDER.

This application is to be completed by a company that is contractually obligated to a legal service contract holder under the terms of a legal service contract; enters into a contract with a contracting attorney to provide or obtain covered legal services for a legal service contract holder; and operates as a for-profit legal service contract company. The owner of the business must sign the application form. If the applicant is a corporation, the President must sign the application.

1. BUSINESS NAME - Write the full name of the business to be registered (40 character maximum).
2. ASSUMED NAME(S) or "DOING BUSINESS AS" (DBA) NAME(S) - List the full assumed names or DBAs for the business to be registered.
3. FEDERAL ID NUMBER - Write the federal ID number that is used by the business. Information about Federal or Employer ID numbers can be found at: www.irs.gov/businesses.
4. TYPE OF OWNERSHIP - Check the box that shows how the business is organized.
5. MAILING ADDRESS - Write the current business mailing address. This is the address where we will send mail to the business. A post office box can be used.
6. PHYSICAL ADDRESS - Write the physical location of the business. Do not use a post office box.
7. BUSINESS PHONE NUMBER - Write the main phone number for this business.
8. BUSINESS EMAIL ADDRESS - Write the business email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
9. POINT OF CONTACT - Write the name and title of a person we can contact concerning the business.
10. ADMINISTRATOR - If used, write the name and TDLR registration number of the business administrator.
11. FINANCIAL SECURITY - Select the method to be used to satisfy the financial security requirements shown:

Each company must deposit and maintain one of the following forms of financial security with the Executive Director:

- a surety bond issued by an authorized surety;
- securities of the type eligible for deposit by an authorized insurer in Texas;
- a deposit of cash or cash equivalents; or
- an irrevocable letter of credit issued by a qualified financial institution.

The financial security deposited with the director must maintain at all times the following market value:

- \$50,000 for a company generating \$300,000 or less annual gross revenue in this state from the sale of legal service contracts in the preceding year.
- \$75,000 for a company generating more than \$300,00 but less than \$750,000 in annual gross revenue in this state from the sale of legal service contracts in the preceding year.
- \$100,000 for a company generating \$750,000 or more in annual gross revenue in this state from the sale of legal service contracts in the preceding year.

12. CONTRACTS SOLD IN TEXAS - Select the number of contracts the business sold within the last 12 months. Information provided on this item is considered a trade secret to which Chapter 552, Section 552.110, Government Code applies.

13. STATEMENT OF APPLICANT - Carefully read the statement of applicant before signing and dating the application.

REGISTRATION FEE - The registration fee is based upon the number of legal service contracts sold in Texas in the last 12 months. Include the registration fee with the application.

Registration Fee	Contracts Sold
\$250	0 to 1,000
\$500	1,001 to 2,500
\$750	More than 2,500

REQUIRED DOCUMENTS - The following documents must be submitted with the application:

- Blank copies of all legal service contracts to be marketed, sold, offered for sale, administered, or issued in this state. Any future endorsement or attachment to the contract(s) must also be filed with the Executive Director before the endorsement or attachment is delivered to legal service contract holders.
- Audit report and audited financial statements for the company's most recent fiscal year.
- A certified statement, made by an actuary, describing the company's reserves, if any.
- The financial security document required in item 11.



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FOR-PROFIT LEGAL SERVICE CONTRACTS
COMPANY REGISTRATION APPLICATION

DO NOT WRITE ABOVE THIS LINE

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

REGISTRATION FEE: (FEE IS NON-REFUNDABLE)

Registration Fee	Contracts Sold
\$250	0 to 1,000
\$500	1,001 to 2,500
\$750	More than 2,500

PAYMENTS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER PAYABLE TO TDLR.

1. Business Name: (as it will appear on the registration, 40 character limit)

2. Assumed Name(s) or "Doing Business As" (DBA) Name(s): (Attach additional page if needed) **3. Federal ID Number:**

4. Type of Ownership:
 Sole Proprietorship Limited Liability Company Limited Partnership
 Corporation Limited Liability Partnership General Partnership

5. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR) (a PO box is allowed for this address)

Number, Street Name, Suite Number

 City _____ State _____ Zip Code _____

6. Physical Address: (a PO box cannot be used for this address)

Number, Street Name, Suite Number

 City _____ State _____ Zip Code _____

7. Business Phone Number:
 (_____) _____
 Area Code Phone Number

8. Business Email Address:

 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

9. Point of Contact: (Print name)

 Last First Title

10. Administrator: (Print name)

 Name TDLR Registration Number

