

SETTLEMENT AGENT OFFICIAL REGISTRATION FORM  
FOR A TITLE AGENT  
**VIRGINIA BUREAU OF INSURANCE**

REGISTRATION FEE - \$35.00

Please make check payable to the "Treasurer of Virginia"

License# _____
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Full name:      Mr. \_\_\_\_\_  
                      Miss \_\_\_\_\_  
                      Mrs. \_\_\_\_\_  
                      Ms.      First Name                      Middle Name                      Last Name

Business Address: \_\_\_\_\_  
(Required)                      Firm Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip+4

(        )    (        )  
Telephone    Facsimile

\_\_\_\_\_  
Email

I certify the information provided above is true, accurate, and I will keep the Bureau advised of any changes in the information provided within 30 days in accordance with Virginia Code Section 38.2-1826.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AS A REAL ESTATE SETTLEMENT AGENT YOU NEED TO BECOME FAMILIAR WITH THE BUREAU'S LAWS AND REGULATIONS AT [WWW.SCC.VIRGINIA.GOV/BOI](http://WWW.SCC.VIRGINIA.GOV/BOI) AND THE UPL GUIDELINES, AVAILABLE ON THE BAR'S WEBSITE AT [WWW.VSB.ORG](http://WWW.VSB.ORG) , AND VA CODE § 17.1-223.

**Please complete this form and return with registration fee and attachments to:** Virginia Bureau of Insurance, RESA Investigation Section 3<sup>rd</sup> Floor, 1300 East Main Street, Richmond, VA 23219-2800. Questions (804) 371-9465.

- \*Attachments:     Original Surety Bond  
                           Proof and/or Certification of E&O Insurance  
                           Proof and/or Certification of Employee Dishonesty Policy, Fidelity Bond, or Waiver

\*see <http://www.scc.virginia.gov/boi/pro/formapp.aspx>