



State of Utah

SPENCER J. COX
Governor

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Lieutenant Governor

Insurance Department

JONATHAN T. PIKE
Insurance Commissioner

BULLETIN 2025-4

To: All Individual Title Insurance Producers and Agency Title Insurance Producers
From: Jonathan T. Pike, Insurance Commissioner
Date: April 10, 2025
Subject: **Individual Title Insurance Producer and Agency Title Insurance Producer Licensing File**

The purpose of the bulletin is to remind all individual title insurance producers and agency title insurance producers of the requirement to keep the licensing file updated with the most current information. The Department has recently found several issues in the areas below.

31A-23a-412. Place of business and residence address -- Records. Requires a licensee to maintain the address, one or more telephone numbers of the licensee's principal place of business, and a valid email address at which the commissioner may contact the licensee. Furthermore, licensees are required to notify the commissioner within 30 days of a change to an address, telephone number, or a business email address.

31A-23a-302. Agency designations. Each agency title insurance producer shall designate a licensed individual title insurance producer as a "Designated Responsible Licensed Producer" to act on the agency title insurance producer's behalf.

31A-23a-204. Special requirements for title insurance producers and agencies. Requires an agency title insurance producer to designate a licensed individual title insurance producer that has been licensed for at least three years within the preceding five-year period with both a title examination line of authority and an escrow line of authority as a "Qualifying Licensee". The qualifying licensee cannot be designated for more than two agency title insurance producers at any given time.

R590-244-10. Reinstatement of Inactive License. Licensees can reinstate an expired license for one year after the expiration date, available online 24/7 from the 4th to the 365th day post-expiration. Upon expiration, all affiliations/appointments and associations are inactivated and will not be automatically reactivated upon renewal. Licensees must notify their underwriters for new appointment/affiliations and agency title insurance producers must redesignate all associations, including the Designated Responsible Licensed Producer and the Qualifying Licensee, after reinstatement.

DATED this 10th day of April 2025.



Jonathan T. Pike
Insurance Commissioner