

# Title Data, Inc.

## Password Request Form: Title Company Employee

To: Title Data, Inc.  
 1225 North Loop West, Suite 950  
 Houston, TX 77008-4722  
[clongoria@titledata.com](mailto:clongoria@titledata.com)

**DIRECTIONS:**

1. **Name:** print *full* legal name; *no* nicknames and *no* initials.
2. **Work telephone number:** where we can call the individual to issue a temporary password, *including* telephone extension.
3. **Bona fide employee:** is this individual an employee of *your* company [write *Yes*], or is he/she employed by a fee attorney, temp agency or contract staffing firm [write *No*] and complete the section below.
4. **Social Security number [last 4 digits] and date of birth:** *required*; submission of false information may result in *permanent* denial of password.
5. **Ability to open orders:** do you want this individual to be able to open/access orders for your company? Write *Yes* or *No*.

**Name: Please Print**

(last name, first name, middle name) \_\_\_\_\_

**Work Telephone**

(incl. extension) \_\_\_\_\_

**Bona fide employee?**

(Yes/No) \_\_\_\_\_

**Last four (4) digits of  
Social Security Number**

**Date of Birth**

(mm/dd/yyyy) \_\_\_\_\_

**Ability to open orders?**

(Yes/No) \_\_\_\_\_

If not a Bona fide employee, please list the other companies that Employee is currently doing work for.


Please issue a password to the above-named individual. A complete, *signed* Access and Use Agreement is accompanying this request. I certify that the information furnished above and the information set forth in the Access and Use Agreement is true and correct to the best of my knowledge and belief.

By: \_\_\_\_\_  
(Must be signed by the Title Department Manager or CEO)

Print Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

Special Instructions/Requests: \_\_\_\_\_  
(Ex: production center employee, county default, only specific region/county access, shared employee, etc.)

TITLE DATA USE ONLY	
<b>Production center employee?</b> (Yes/No, region)	
<b>Old password cancellation requested</b> (initials, date)	
<b>New password approved</b> (initials, date)	
<b>New password assigned</b> (initials, date, password)	