

INSTRUCTIONS FOR BAIL BOND LICENSE RENEWAL

Renewing Your License Online

Visit the Bail Bonds section of the Oklahoma Insurance Department website

<http://bailbonds.oid.ok.gov/>. (as seen below on Figure 1)

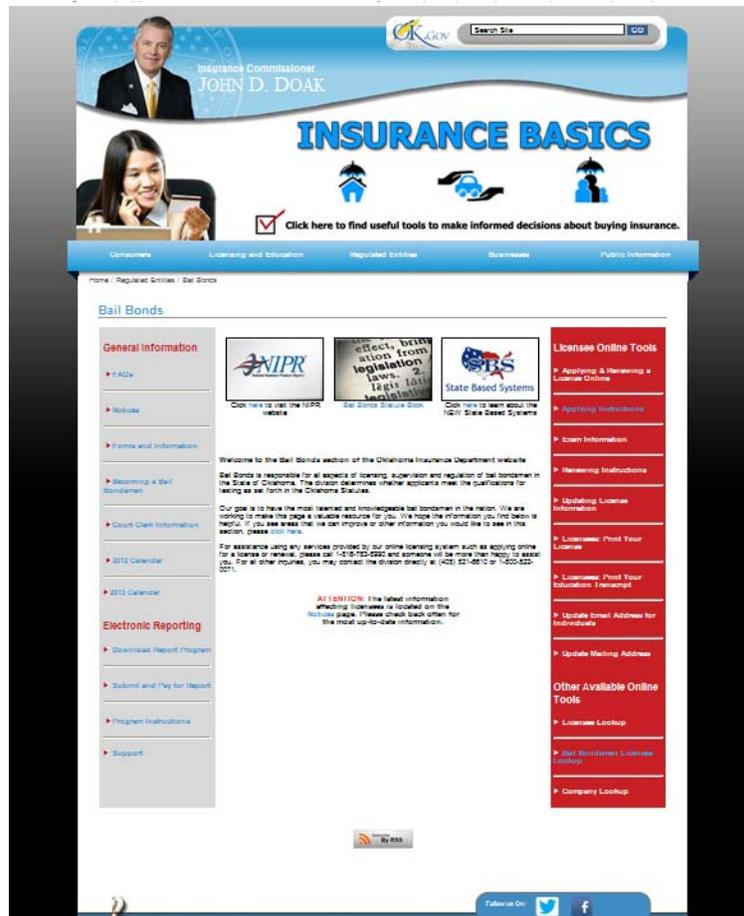


Figure 1

1. In the **Red column** on the right of the page, click on Applying & Renewing a License Online. The National Insurance Producer Registry (NIPR) web page should appear.
2. In the **Blue column** on the left side of the page, scroll down to:
Resident Producer
Initial License
Renewals

3. Click on Renewals (to renew an existing Active License.)
4. The announcements page appears. If the Oklahoma Insurance Department has any announcements, they will appear on this page. Scroll down to the bottom of the page and click Begin.
5. The Use Agreements page appears. Read, scroll down to the bottom of the page and click Accept.
6. The Electronic Resident Licensing or Renewal page appears. (Figure 2)

Home About NIPR Search Contacts/Help

NIPR
National Insurance Producer Registry

ELECTRONIC RESIDENT LICENSING OR RENEWAL

Please select the state for which you wish to apply, whether you would like to work with individual or business licensing, and whether you will be renewing a license, applying for a new license, or if you are returning to work on a previously saved application. For business entity renewal applicants: you may login using FEIN or Agency NPN, both are not required. Not all business entities have assigned NPNs.

*Resident State: Oklahoma

*License Type: Business Individual

*What do you want to do:
 Apply for a new Resident License OR resume an existing application.
 Apply to renew an existing Resident License OR resume an existing renewal application.

* Please Enter the corresponding information for Application Type

Resident License

SSN or FEIN: N/A

Last Name or Firm Name: N/A

Resident License Renewal

FEIN: N/A

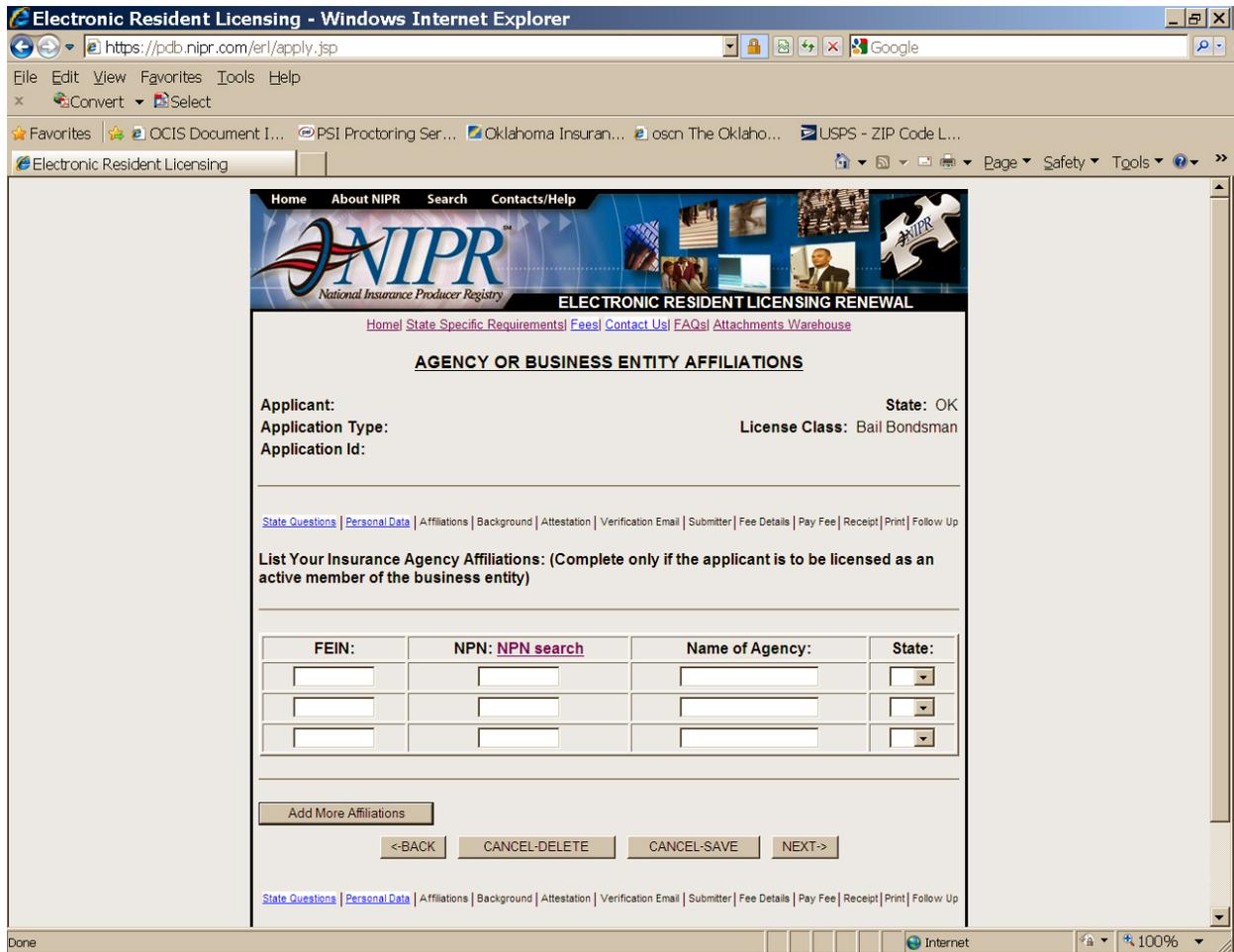
[NPN](#) NOTE: not required for business entities if FEIN is supplied.

License Number: _____

*Click on the link to look up your NPN

Figure 2

7. **Resident State:** Choose Oklahoma
License Type: Choose Individual
What do you want to do: Choose Apply to renew an existing Resident License or resume an existing renewal application.
8. Continue through the next pages completing or reviewing.



SKIP this page. Do not complete any of the fields on this page. Choose NEXT.

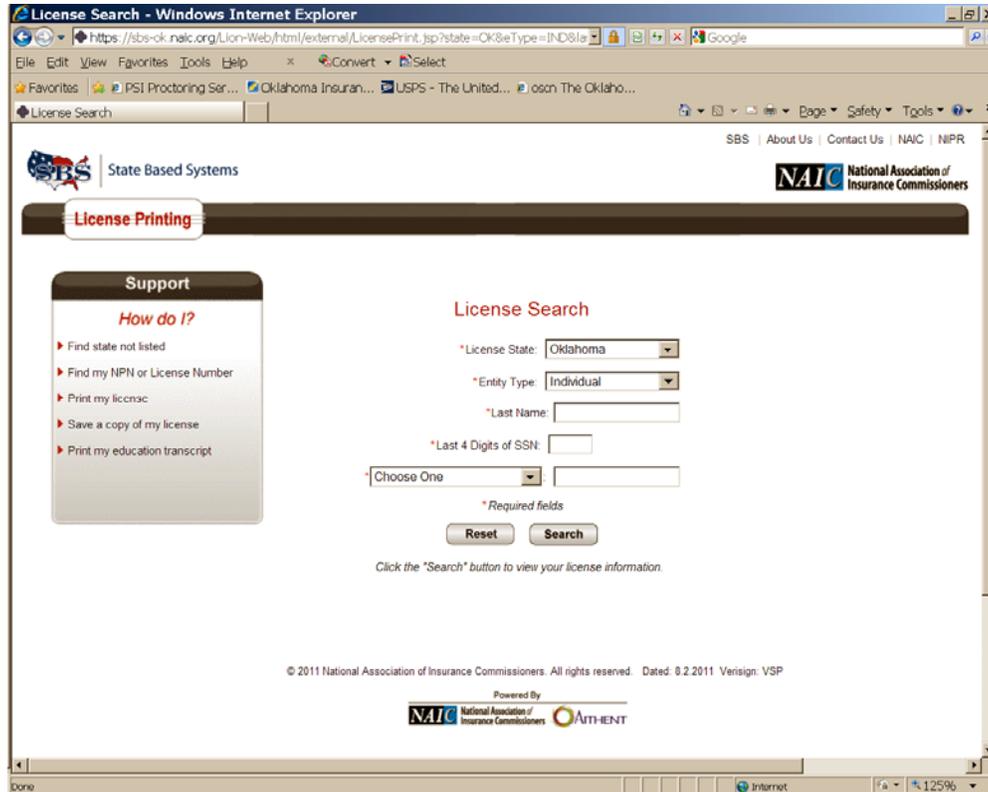
9. If you answer Yes to any of the background questions, you may attach documents via the NIPR's Attachments Warehouse. Go back to the NIPR home page, in the **Blue column** on the left side of the page, scroll down to Attachments Warehouse. Click and the Attachment Warehouse page appears. Click on Background Questions Supporting Documentation (BQSD.) The Use Agreement page appears. Read, scroll down to the bottom of the page and click Accept. The NIPR Attachments page appears. Complete the log in information and follow the instructions to upload your document. There is a five dollar (\$5.00) fee per session for this service.

If you did not answer Yes to any of the background questions, but need to submit additional documents or information to the Oklahoma Insurance Department, please submit via email to bail.licensing@oid.ok.gov . The subject line must contain your **name and license number**.

10. Allow five (5) business days for the renewal application to be processed. Once processed, allow 24 to 48 hours, and then return to the Oklahoma Insurance Department website to print the license.

Printing Your License Online

1. Go to the Bail Bonds page of the Oklahoma Insurance Department website <http://bailbonds.oid.ok.gov/>. In the **Red column** on the right side of the page click on Licensees: Print Your License. The State Based Systems (SBS) License Printing page appears. (Figure 3)



The screenshot shows a web browser window titled "License Search - Windows Internet Explorer". The address bar shows the URL: <https://sbs-ok.naic.org/Lion-Web/html/external/LicensePrint.jsp?state=OK&eType=IND&is...>. The page content includes a "Support" sidebar with a "How do I?" section containing links: "Find state not listed", "Find my NPN or License Number", "Print my license", "Save a copy of my license", and "Print my education transcript". The main "License Search" form has the following fields: "License State" (dropdown menu set to "Oklahoma"), "Entity Type" (dropdown menu set to "Individual"), "Last Name" (text input), "Last 4 Digits of SSN" (text input), and "Choose One" (dropdown menu). Below the form are "Reset" and "Search" buttons. A note below the buttons says "Click the 'Search' button to view your license information." The footer contains copyright information: "© 2011 National Association of Insurance Commissioners. All rights reserved. Dated: 0.2.2011. Verisign: VSP" and logos for "NAIC National Association of Insurance Commissioners" and "Authent".

Figure 3

2. **License State:** Choose Oklahoma

Entity Type: Choose Individual

Enter your Last Name and the last 4 digits of your social security number (SSN.) Choose to enter either your NPN number or your license number. Choose either National Producer Number or License Number. Enter the number and click Search.

A free print is available upon renewal and after certain license changes. A processing fee is charged to print your license at other times. At the time you print the license, there is an option to save the file as a PDF on your computer for future use.

****Photo pocket licenses will be mailed separately****