

# Instructions: Applying for a Bail Bond License

As of 05-01-2018

## **Step 1: Pre-Licensing Education**

Student must obtain sixteen (16) hours of pre-licensing education provided by the Oklahoma Bondsman Association (OBA). The pre-licensing education (and examination) must be taken prior to applying for a license. See Title 59 O.S. §1308.1(A)(B). Students for the pre-licensing course may pay via Cash or Check, Money Order, or Cashier Check made payable to the Oklahoma Bondsman Association.

Oklahoma Bondsman Association  
222 NE 27th Street  
Oklahoma City OK 73105-2715  
(405) 524-5920  
(866) 374-6257  
[www.okbondsman.com](http://www.okbondsman.com)

Upon completion of the education, the OBA will provide the student with the Education Verification Form (BCE3) and the Certificate of Course Completion Form (BCE4).

## **Step 2: Examination**

The bail bond examination is administered by Prometric. Candidates must pass the examination prior to applying for a license. See Title 59 O.S. §1308(B). Candidates for the examination may pay Prometric via MasterCard, Visa, Cashier Check or Money Order.

Go to [www.prometric.com/oklahoma/insurance](http://www.prometric.com/oklahoma/insurance) or from the Oklahoma Insurance Department's website, [www.bailbonds.oid.ok.gov](http://www.bailbonds.oid.ok.gov), and click on Exam Information in the red column on the right side of the screen for information regarding registering for the examination.

You must provide 2 forms of identification for Prometric. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bares your signature and has your photograph. The second ID must have your signature and preprinted legal name.

Bail bondsman candidates must present the two pre-licensing certificates at the test site: BCE3 signed by the candidate and BCE4 signed by an officer of the Oklahoma Bondsman Association. You will be turned away if you do not present these certificates.

The examination score will be given to the candidate following the completion of the examination. A score report will be emailed to the candidate. If the candidate does not receive the score report via email, they may go to <https://scorereports.prometric.com> for a copy. Prometric will upload the examination results to the Oklahoma Insurance Department data base. If the candidate passes the examination, wait three (3) business days before electronically applying for the bail bond license at [www.bailbonds.oid.ok.gov](http://www.bailbonds.oid.ok.gov).

### **Step 3: Documents Needed**

Gather the documents to be submitted to the Oklahoma Insurance Department. If you answer “Yes” to any of the background questions, you may use the attachment warehouse at NIPR to upload documents explaining your “Yes” answer.

Mail all required documents to the Oklahoma Insurance Department. See address on last page.

ALL APPLICANTS (Cash, Property Bail, and Surety Bail):

1. Copy of High School Diploma issued by an Oklahoma or other state accredited high school, copy of G.E.D. based on a national standardized test issued by an accredited state entity, or copy of High School transcript.
2. Copy of current Oklahoma driver’s license.
3. One passport photo. Must be recent, color photo, size 2 x 2.
4. A current records check letter from your resident county sheriff’s office stating if you do or do not have any arrest record or outstanding warrants is required. The Oklahoma Self-Defense Act Sheriff’s Local Agency Check Report form is not acceptable.
5. Two fingerprint cards. Take the fingerprint cards to your local sheriff’s office so that proper prints may be obtained. Answer all questions that apply to you on the fingerprint cards: social security number, date and place of birth, description, printed name, signature, aliases, and address. Do not use any type of highlighter on the fingerprint cards. In the ‘Reason Fingerprinted’ box write ‘Bail Bond License 59 O.S. 1305(C), 8097.’

Notice - The Oklahoma Insurance Department will submit the fingerprint cards to the OSBI for a state (OSBI) and national (FBI) criminal history record check aka criminal justice information (CJI) report. The applicant will have the opportunity to complete or challenge the accuracy of any CJI report. The procedure to change, correct, or update the CJI report is set forth in Title 28, CFR, 16.34. For information on updating the national criminal history record aka CJI report visit FBI.gov or <https://www.fbi.gov/about-us/cjis/identity-historysummary-checks/challenge-of-an-identity-history-summary>. If the applicant receives a document that updates the record, the applicant should forward a certified copy of the document to the FBI and the repository in the state where the arrest occurred.

APPLICANTS FOR PROPERTY LINE:

Applicants for property line of authority must also submit:

1. Certified copy of the Warranty Deed.
2. Attorney's Title Opinion (w/in last sixty (60) days).
3. Letter from the County Assessor's Office stating the assessed value of the property and the legal description.
4. Lien statement. (Stating if there are any liens or mortgages on property).

## **Step 4: Applying Electronically**

The applicant will go to the Oklahoma Insurance Department website at [www.bailbonds.oid.ok.gov](http://www.bailbonds.oid.ok.gov). Applicants may use either an accepted credit card (Visa, MasterCard, American Express) or an electronic check through their checking account.

In the **Red column** on the right side of the page, click on Applying & Renewing a License Online. The National Insurance Producer Registry (NIPR) web page appears.

Click on Apply for License.

Click on Resident Licensing.

Click on Oklahoma.

Click APPLY HERE.

Click Individual.

Go to Social Security Number (SSN) box and type in your Last Name and SSN. After reading the NIPR Use Agreement, check the box for Please read and accept the NIPR Use Agreement. Click Next.

Enter your Date of Birth. Click Next.

Select your last name and click here to start.

Check the following: Licensing. Select the following.

License Type: Licensing. Application Type: Initial. Residency Type: Resident. Click Next.

Click Oklahoma. Click Add. Click Next.

Locate Bail Bondsman and click the Lines of Authority in which you wish to apply. As a new applicant, you are not eligible to apply for the Professional and/or the Multicounty Agent Bondsman.

Click Next and continue through the questions.

**Note: Do not complete ANY of the fields regarding Agency or Business Entity Affiliation.**

Note: When answering the State Questions regarding County, the Business Address and the Mailing Address **MUST** be in the same County as required by OAC 365:25-5-31.

The fee for a bail bond application is as follows:

\$250.00 Application Fee\* and  
\$100.00 Investigation Fee

\*The application fee will be pro rated depending on the applicant's birth month.

Upon payment, a receipt is available to print. NIPR will send an email to the applicant.

Contact information for NIPR:

NIPR Customer Service

E-Mail: [customerservice@nipr.com](mailto:customerservice@nipr.com)

Phone: (855) 674-NIPR (6477)

Contact information for Oklahoma Insurance Department:

Bail Bond Division

E-Mail: [bail.licensing@oid.ok.gov](mailto:bail.licensing@oid.ok.gov)

(Note: the subject line must contain your complete legal name and your date of birth.)

Phone: (405) 521-6610

Mail the required documents in Section 3 of this document to the Oklahoma Insurance Department at the address below.

Bail Bond Division

Oklahoma Insurance Department

5 Corporate Plaza

3625 NW 56th Street Ste 100

Oklahoma City OK 73112-4511