

# 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)

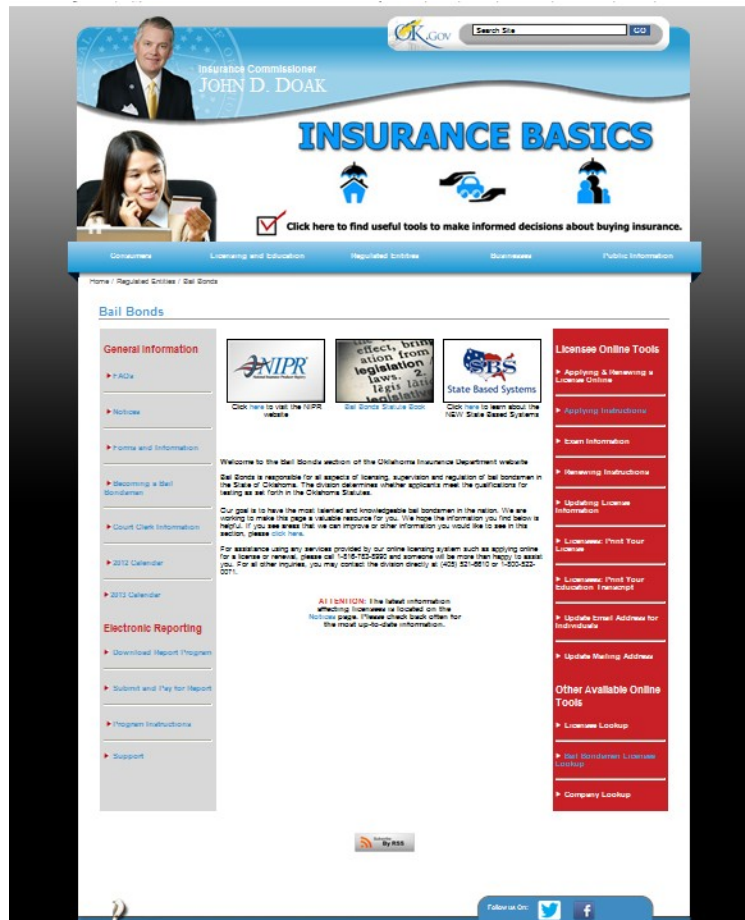


Figure 1

1. In the **Red column** on the right side of the page, click on Applying & Renewing a License Online. The National Insurance Producer Registry (NIPR) web page appears.
2. Click Renew. Then click on Resident Licensing Renewals.
3. Click on Oklahoma
4. Click on the **green** box APPLY HERE.
5. The Use Agreements page appears. Read and click Accept.

6. The Electronic Resident Licensing or Renewal page appears. (Figure 2)

Electronic Resident Licensing - Windows Internet Explorer  
https://pdb.nipr.com/eri/start.jsp

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. You must enter both your NPN and License Number. Click on the NPN link ([NPN](#)) located to the left of the NPN field to look up your NPN. See Figure 2 above.

9. Continue through the next pages completing or reviewing.

When you get to this page (Figure 3), SKIP it. Do not complete ANY of the fields on this page. Choose NEXT.

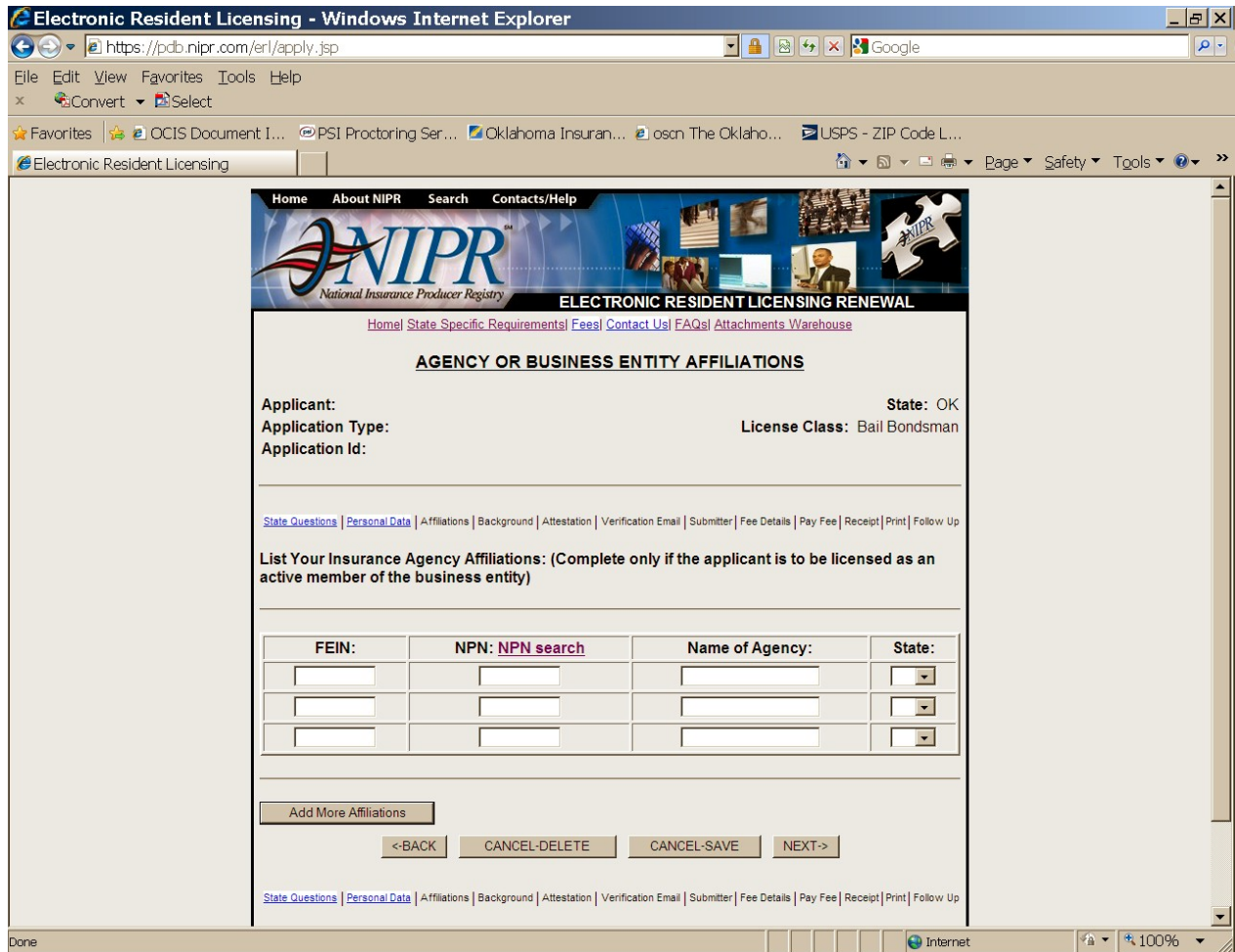


Figure 3

10. If you answer Yes to any of the background questions, you may attach documents via the NIPR's Attachments Warehouse. Click Attachments Warehouse located at the top of the page and follow the directions.

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](mailto:bail.licensing@oid.ok.gov) . The subject line must contain your **name and license number**.

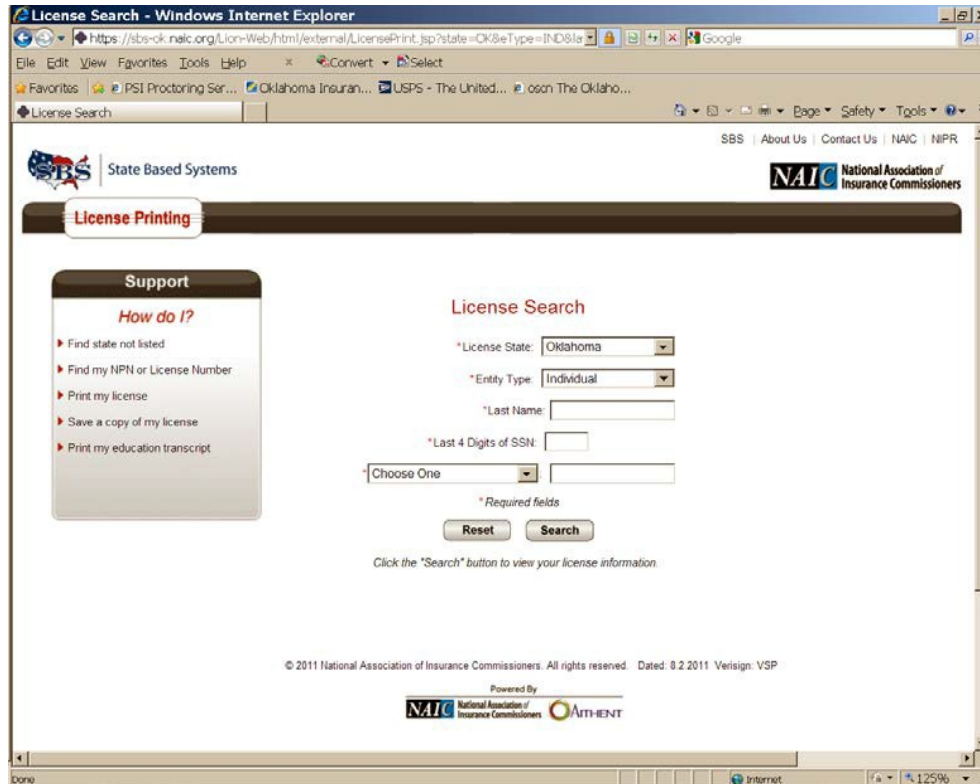
11. Allow five (5) business days for the renewal application to be processed. Once processed, allow 24 to 48 hours, and then return to the Oklahoma Insurance Department website to print the license.

A license which has been **EXPIRED less than one (1) year** may be reinstated by submitting a new **INITIAL** application online. A double license fee will be assessed to reinstate an expired license. The license number and original expiration date will remain the same.

Bail bond licensees will need to be continuing education (CE) compliant at least 48 hours prior to submitting an application to reinstate their 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 Licensees: Print Your License. The State Based Systems (SBS) License Printing page appears. (Figure 4)



The screenshot shows a web browser window titled "License Search - Windows Internet Explorer". The address bar shows the URL: <https://sbs-ok.naic.org/LicWeb/html/external/LicensePrint.jsp?state=OK&eType=IND&la>. The page content includes a "License Search" form with the following fields and options:

- \* License State: Oklahoma (dropdown menu)
- \* Entity Type: Individual (dropdown menu)
- \* Last Name: [text input field]
- \* Last 4 Digits of SSN: [text input field]
- 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." On the left side, there is a "Support" section titled "How do I?" with a list of links:

- ▶ Find state not listed
- ▶ Find my NPN or License Number
- ▶ Print my license
- ▶ Save a copy of my license
- ▶ Print my education transcript

At the bottom of the page, there is a copyright notice: "© 2011 National Association of Insurance Commissioners. All rights reserved. Dated: 8/2/2011 Verisign: VSP". Logos for NAIC and AUTHENT are also visible.

Figure 4

2. **License State:** Choose Oklahoma

**Entity Type:** Choose Individual

Enter your Last Name and the last 4 digits of your social security number (SSN.)  
Enter your National Producer Number or License Number. 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. We recommend you save the file as a PDF.

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