

Instructions for Applying for Bail Bond License

As of 09-23-2015

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, Check, Money Order, or Cashier Check.

Oklahoma Bondsman Association
222 NE 27th Street
Oklahoma City OK 73105-2715
(405) 524-5920
(866) 374-6257
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 Psychological Services, Inc. (PSI). Candidates must pass the examination prior to applying for a license. See Title 59 O.S. §1308(B). Candidates for the examination may pay via MasterCard, Visa, Cashier Check or Money Order.

Go to www.psiexams.com or from the Oklahoma Insurance Department's website, 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 PSI. 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.

Effective 09/1/2011 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. PSI 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.

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 for all documents except the fingerprint cards and passport photo. If you answer "No" to all of the background questions, you must scan the documents and email the documents to bail.licensing@oid.ok.gov. The fingerprint cards and the passport photo must be mailed to the Department. See address on last page.

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

1. Copy of High School Diploma issued by an Oklahoma or other state accredited 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, 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.' The Oklahoma Insurance Department will submit the fingerprint cards to the OSBI for a state (OSBI) and national (FBI) criminal history record check. The applicant will have the opportunity to complete or challenge the accuracy of any criminal history information found. If there is any criminal history in question, the applicant will have the opportunity to change, correct, or update the information by notifying the appropriate arresting agency or court clerk.

APPLICANTS FOR PROFESSIONAL LINE:

Applicants for professional line of authority must also submit:

1. An audited financial statement prepared by an accounting firm or individual holding a permit to practice public accounting in this state in accordance with the Statements on Auditing Standards promulgated by the Auditing Standards Board of the American Institute of Certified Public Accounts setting forth the total assets of the bondsman less liabilities and debts and which shall show a net worth of at least One Hundred Fifty Thousand Dollars (\$150,000.00), said statement to be current as of a date not earlier than ninety (90) days prior to submission of the application and the statement shall be attested to by an unqualified opinion of the accountant.

Title 59 §1306 requires "an unqualified opinion" from a Certified Public Accountant or a licensed Public Accountant with a permit to practice. To express such an opinion the CPA/PA must conduct an audit. Compilations or review engagements will not satisfy this requirement.

Special attention should be given to:

- a) Valuation of assets and liabilities must be in accordance with current AICPA guidelines.
 - b) Valuation method(s) and date(s) must be disclosed in the Notes to the Financial Statements.
 - c) Format of the Financial Statements, Notes, and Opinion must be in accordance with current AICPA guidelines.
 - d) Current and deferred income tax information must be included.
 - e) Disclosures should include, but are not limited to, the following:
 1. Contingent liability of bonds outstanding.
 2. Pending litigation.
 - f) Jointly owned assets should be valued at 50 percent on individual statements. Notes to Financial Statement **MUST** disclose if prepared on individual or joint basis. Refer to OAC Regulation 365:25-5-42.
 - g) The CPA or PA must disclose their license number and expiration date of their Oklahoma permit in a separate letter to accompany the Financial Statement.
2. List of securities intended for deposit. Upon being licensed, a Certificate of Deposit (CD) or an Annuity through a licensed domestic insurance company in the State of Oklahoma will be submitted to the Department. The CD shall be in the name of the bail bondsman and the Oklahoma Insurance Commissioner. The Annuity assignment shall be irrevocable and in the name of the bail bondsman.
3. If adding Professional line of authority to existing bail bond license, must disclose amount of contingent bail bond liability.

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. 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. Then click on Resident Licensing. Click on Oklahoma.

Click on the **green box** APPLY HERE.

The Use Agreement page appears. Read and click Accept.

The Electronic Resident Licensing or Renewal page appears. (Figure 1)

The screenshot shows a web browser window titled "Electronic Resident Licensing - Windows Internet Explorer". The address bar shows the URL "https://pidb.nipr.com/erl/start.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the NIPR logo and navigation links: "Home", "About NIPR", "Search", and "Contacts/Help". The main heading is "ELECTRONIC RESIDENT LICENSING OR RENEWAL". Below this, a paragraph of instructions reads: "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." The form contains several fields: "Resident State" (dropdown menu set to "Oklahoma"), "License Type" (radio buttons for "Business" and "Individual", with "Individual" selected), "What do you want to do:" (radio buttons for "Apply for a new Resident License OR resume an existing application." and "Apply to renew an existing Resident License OR resume an existing renewal application.", with the first option selected), "Please Enter the corresponding information for Application Type" (a section header), "Resident License" (a sub-section header), "SSN or FEIN" (text input field), "Last Name or Firm Name" (text input field), "Resident License Renewal" (a sub-section header), "FEIN" (text input field with "N/A" entered), "NPN" (text input field with "N/A" entered), and "License Number" (text input field with "N/A" entered). A note states: "NOTE: not required for business entities if FEIN is supplied." At the bottom of the form, there is a link: "*Click on the link to look up your NPN". A "NEXT->" button is located at the bottom right of the form area. The browser's status bar at the bottom shows "Done", "Internet", and a zoom level of "118%".

Figure 1

Resident State: choose Oklahoma

License Type: choose Individual

What do you want to do: choose - Apply for a new Resident License, add a Line of Authority, OR resume an existing application.

In the Resident License box, you **MUST** enter your social security (SSN) number and your last name. Click Next.

The State Specific Requirements page appears. (Figures 2 & 3)

Electronic Resident Licensing - Windows Internet Explorer

Address: <https://pdb.nipr.com/erl/apply.jsp>

Navigation: Home About NIPR Search Contacts/Help

NIPR
National Insurance Producer Registry

ELECTRONIC RESIDENT LICENSING

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Applicant: Denman State: OK
 Application Type: NA License Class: NA
 Application Id: NA

Listed below are the license classes and lines of authority for which you may apply. If applicable and you successfully passed a precicensing exam to qualify for a line of authority, this information is listed. Other lines of authority may be selected if you have the appropriate qualifications as listed in the notes column. Please select one license class and check all desired lines of authority under that class.

Licenses:

License Class	Line of Authority	Notes
<input checked="" type="radio"/> Producer	<input type="checkbox"/> Life	Applicant must pass required exam.
	<input type="checkbox"/> Accident & Health	Applicant must pass required exam.
	<input type="checkbox"/> Variable Annuity & Life	Life is required to apply for Variable.
	<input type="checkbox"/> Property	Applicant must pass required exam.

Figure 2

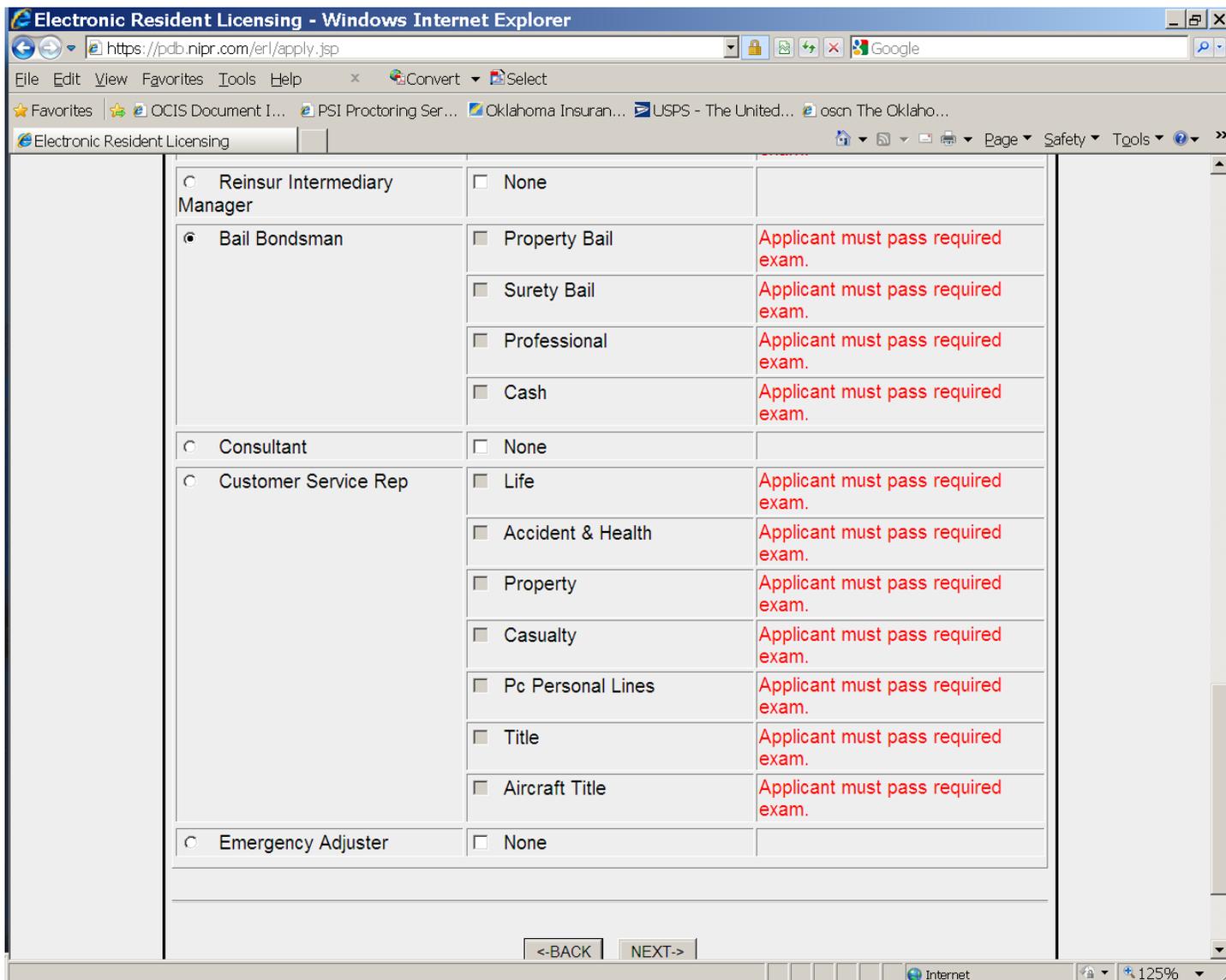


Figure 3

If the applicant's examination has been uploaded to NIPR, choose Bail Bondsman and choose the line of authority (LoA); one or more types of bail bond line of authority. Click Next.

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. A confirmation page will appear. NIPR will send an email to the applicant.

Step 5: Attaching Documents

The applicant that answers Yes to any background question may attach documents using the NIPR's Attachments Warehouse. On the NIPR home page; www.nipr.com, 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(s). There is a minimal fee of Five Dollars (\$5.00) per session for this service. (Figure 4)

NIPR Attachments - Windows Internet Explorer
https://pdb.nipr.com/docMgmt/public/attach/loginPage.htm?actionType=Attachmen&sessi...
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NIPR ATTACHMENTS

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Background Questions Supporting Documents
The purpose of this product is to provide an electronic means to allow producers to submit supporting documentation requested by the State in explanations to "Yes" answers to the Background Questions on the Uniform Application. Follow up submission and review of supporting documentation is frequently requested by a state as part of the licensing process. If you have been requested to submit follow up documents to support your license or renewal request, the document can be submitted to the Document Warehouse, and the participating state will be notified that it is available for review and/or download. You need only submit the document once, and any participating state can obtain the document. Please attach only what has been requested by the state to complete the license application process. Please DO NOT submit documents not associated to the "Yes" answers. **For a list of participating states, click [here](#).**

Individual and Agency sign-in with NPN

*Resident State

*Resident License Number

* [National Producer Number \(NPN\)](#)

* SSN/FEIN (Last 4 digits)

Individual and Agency sign-in without NPN

*SSN or FEIN

*Firm or Last Name

*** represents mandatory fields

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Figure 4

The applicant that answers “No” to all background questions, must scan the documents and email the documents to bail.licensing@oid.ok.gov.

The fingerprint cards and the passport photo must be mailed to the Department.

Contact information for NIPR:

NAIC Help Desk
Help@naic.org
(816) 783-8500

Contact information for Oklahoma Insurance Department:

bail.licensing@oid.ok.gov (Note: the subject line must contain your complete legal name and your date of birth.)

Oklahoma Insurance Department
5 Corporate Plaza
Bail Licensing, Bail Bond Division
3625 NW 56th Street Ste 100
Oklahoma City OK 73112-4511
(405) 521-6610