Instructions for Applying for Bail Bond License

As of 09-01-2011

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 9/1/2011 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 can 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 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 and national criminal history record check.

APPLICANTS FOR PROFESSIONAL LINE:

Applicants for professional line of authority must also submit:

1. A financial statement prepared by an accounting firm or individual holding a permit to practice public accounting in this state in accordance with generally accepted principles of accounting procedures 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 AICPA guidelines.
b. Valuation method and date must be disclosed in the Notes to the Financial Statements.
c. Format of the Financial Statements, Notes, and Opinion must be in accordance with AICPA guidelines.
d. Current and deferred income tax information must be included.
e. 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.
f. 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.

In the Licensing & Renewal Applications section on the left side of the page, click on APPLY or RENEW Producer / Agent / Broker / Business / Agency.

In the “I would like to . . .” section click on Resident under Apply for a new license.

The Announcements page appears. If the Oklahoma Insurance Department has any announcements, they will appear on this page. Click on the Green box APPLY NOW.

The Use Agreement page appears. Read and click Accept.

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

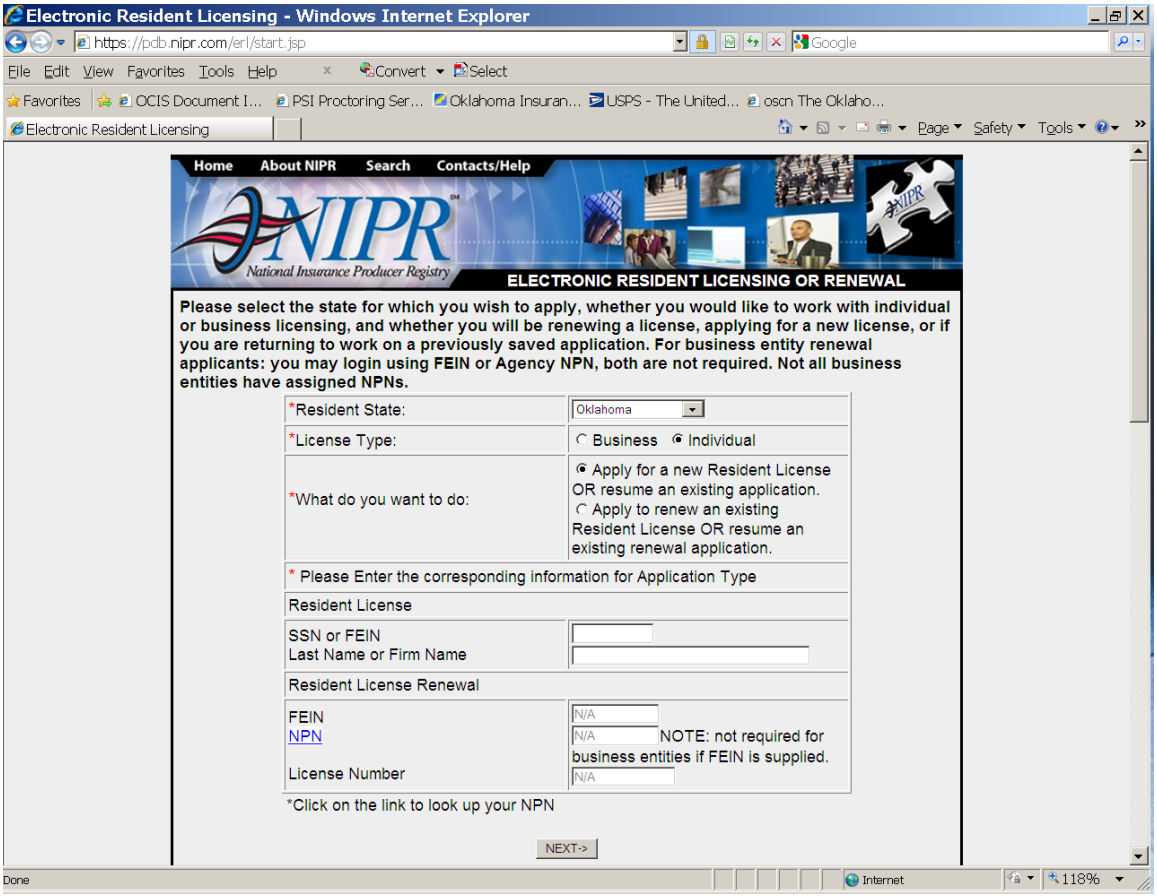

Figure 1

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)

Figure 2

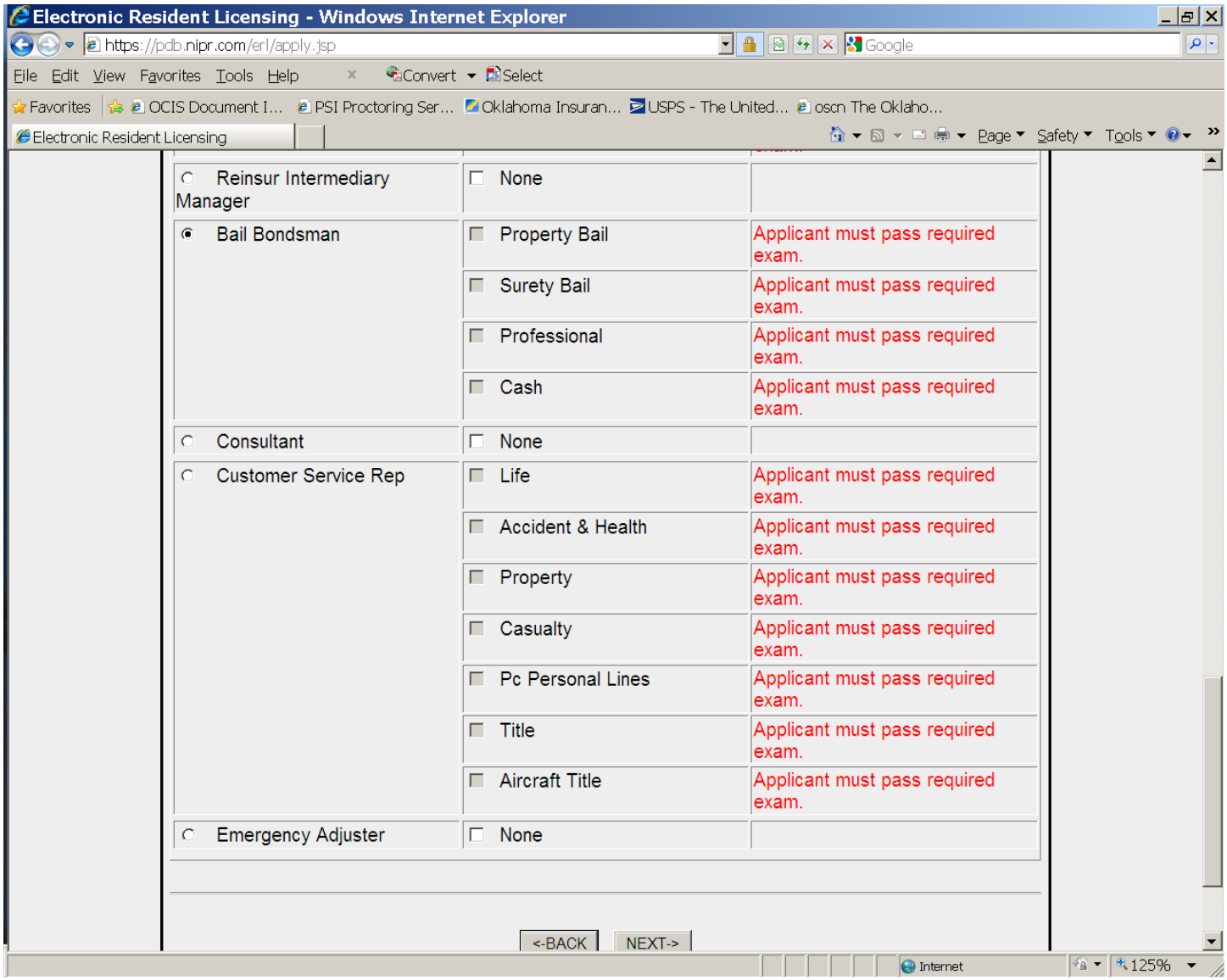

Figure 3

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)

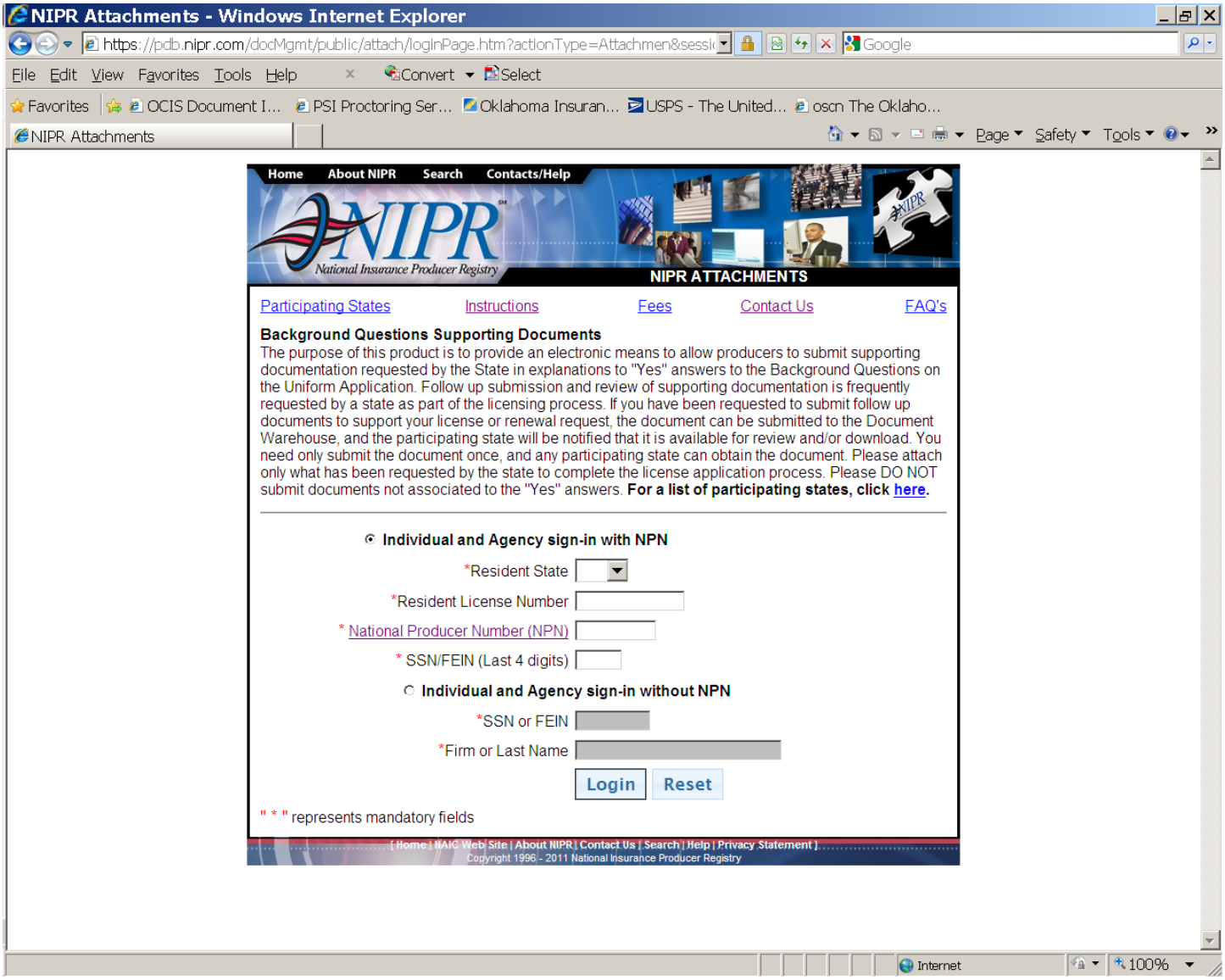

Figure 4

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