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

3. In the "I would like to . . ." section, click Resident under Renew an existing license.

4. Click on RENEW NOW in the green box on the left side of the page.

5. The Use Agreements page appears. Read and click Accept.

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

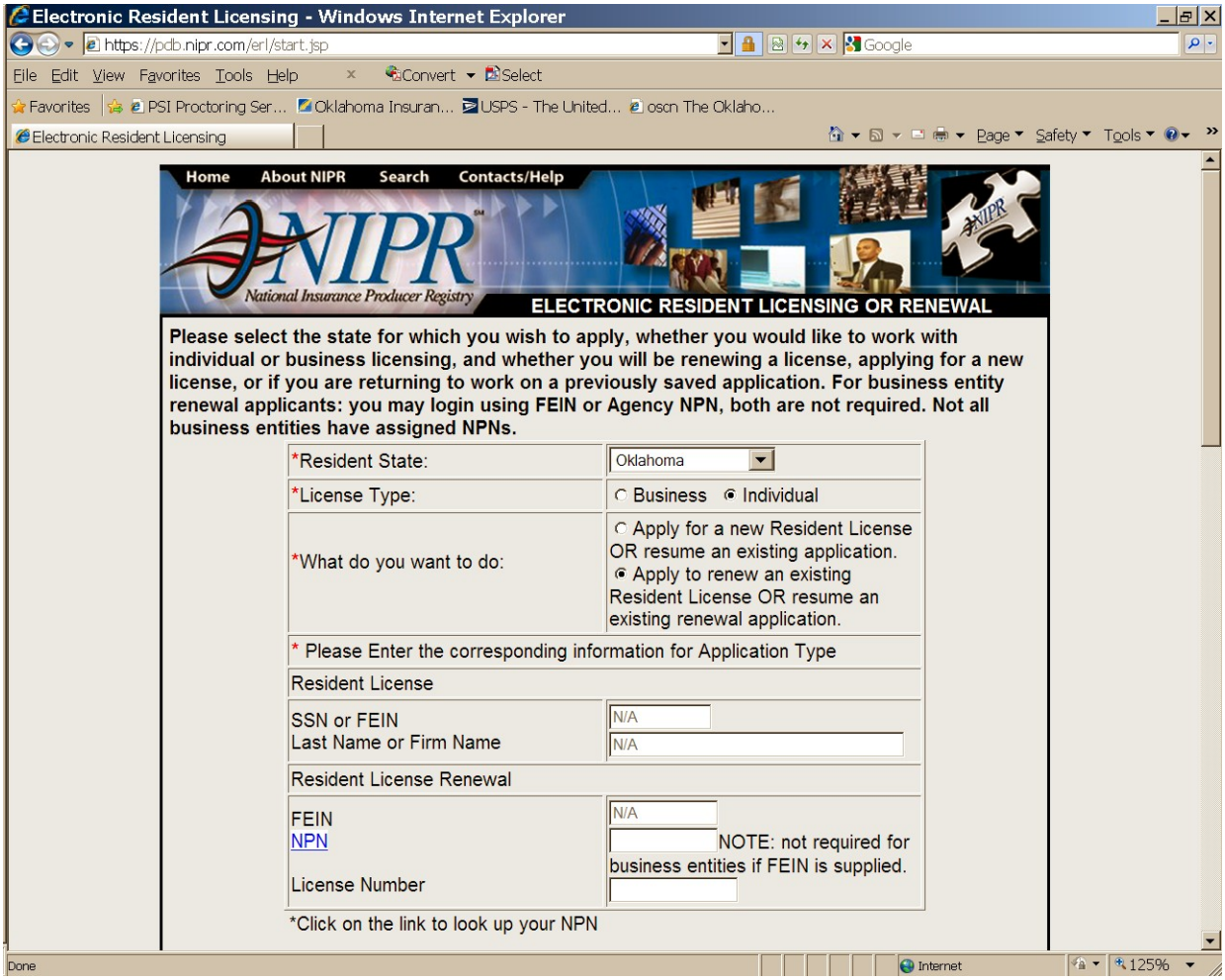

Figure 2

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.

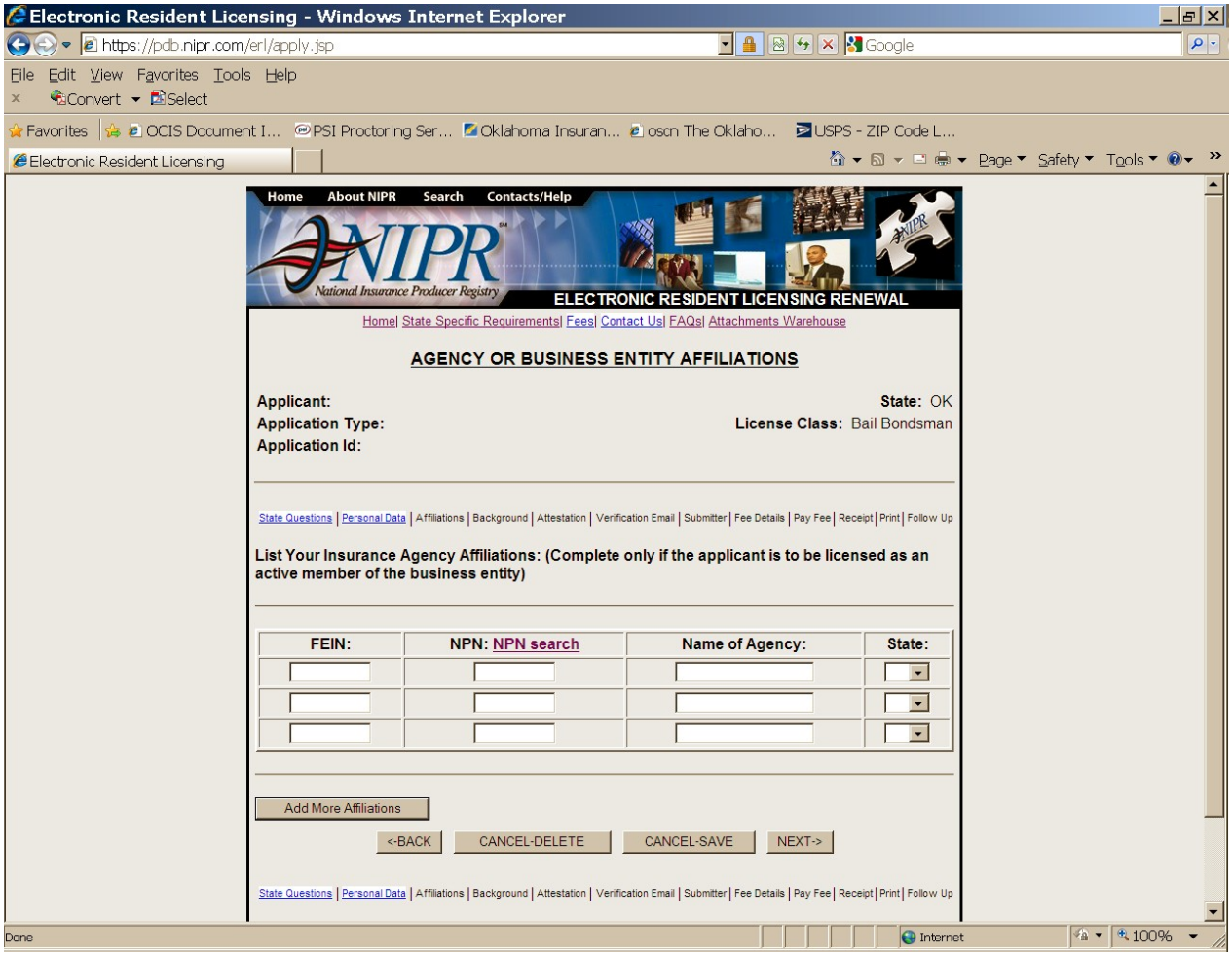

Figure 3

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 . 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)

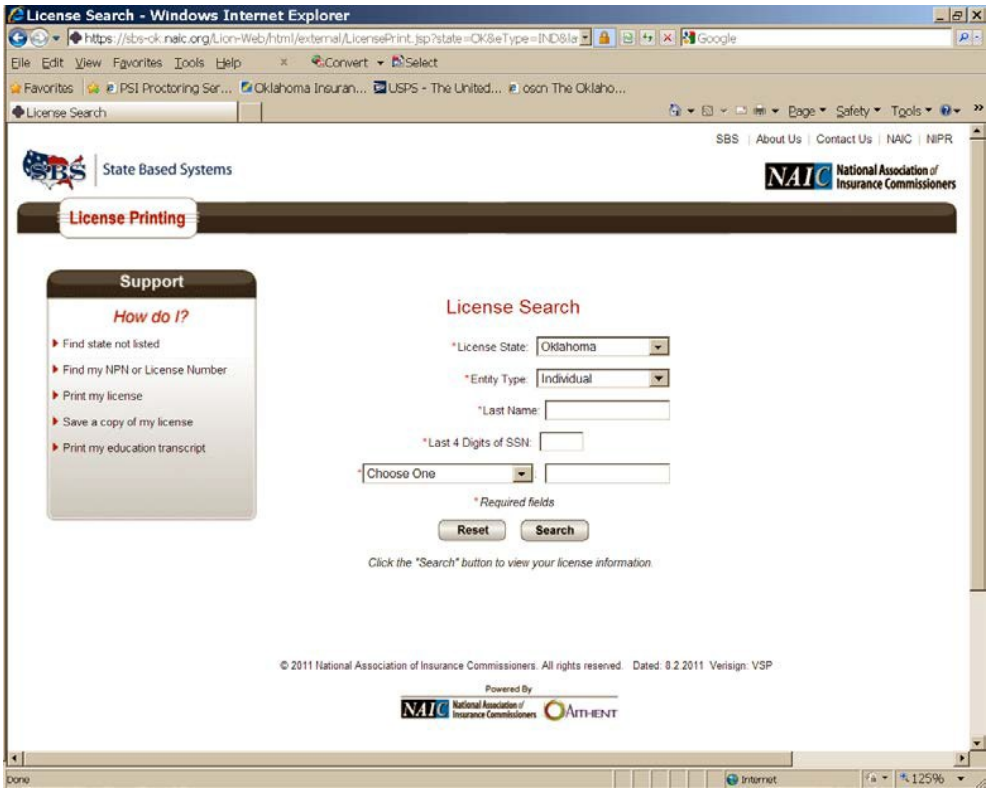

Figure 4

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****