

Instructions for Applying for Bail Bond License

As of 06-27-2016

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

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 PSI 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 at 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, Professional, 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 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 signed 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 displaying the NIPR (National Insurance Producer Registry) website. The page title is "ELECTRONIC RESIDENT LICENSING OR RENEWAL". The browser address bar shows the URL "https://pdb.nipr.com/eri/start.jsp". The page content includes a navigation menu with "Home", "About NIPR", "Search", and "Contacts/Help". Below the menu is the NIPR logo and a sub-header "ELECTRONIC RESIDENT LICENSING OR RENEWAL". 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 sections: "Resident State" with a dropdown menu; "License Type" with radio buttons for "Business" and "Individual"; "What do you want to do:" with radio buttons for "Apply for a new Resident License, add a Line of Authority, OR resume an existing application." and "Apply to renew an existing Resident License OR resume an existing renewal application."; "Resident License" section with input fields for "SSN", "Last Name", "FEIN", and "Firm Name"; "Resident License Renewal" section with input fields for "FEIN", "NPN", and "License Number". A note states: "NOTE: not required for business entities if FEIN is supplied." Below the form is a "NEXT->" button. At the bottom, there is a table titled "Listed below are the available offerings for each state." with columns for "State", "Individual", "Business", "Individual", and "Business".

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)

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Applicant: Delozer **State:** OK
Application Type: New Individual Resident License **License Class:** NA
Application Reference Number: NA

Listed below are the license classes and lines of authority for which you may apply. If applicable and you successfully passed a precensing 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 Life/variable Annuity	Life is required to apply for Variable.
	<input type="checkbox"/> Property	Applicant must pass required exam.
	<input type="checkbox"/> Casualty	Applicant must pass required exam.
	<input type="checkbox"/> Pc Personal Lines	Applicant must pass required exam.
<input type="radio"/> Limited Lines Producer	<input type="checkbox"/> Car Rental	
	<input type="checkbox"/> Credit	
	<input type="checkbox"/> Crop	
	<input type="checkbox"/> Surety	
	<input type="checkbox"/> Travel	

100%

Figure 2

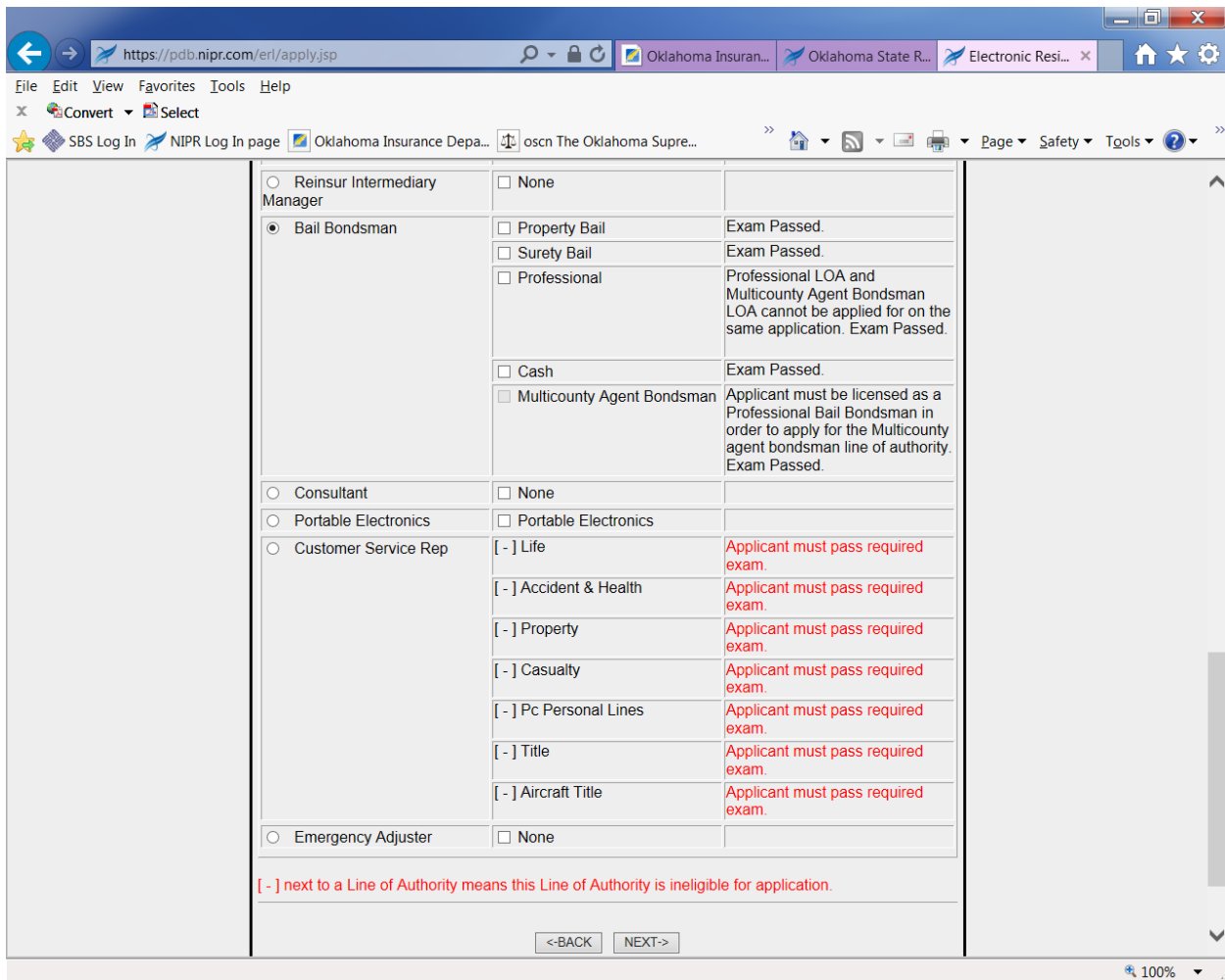


Figure 3

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.

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.

Step 5: Attaching Documents

The applicant that answers “Yes” to any background question you may use the Attachment Warehouse at NIPR to upload documents explaining the “Yes” answer.

On the NIPR home page; www.nipr.com, click the Send button next to Attachments and Documents. Click on Sign-in BQSD, Background Questions Supporting Documents.

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)

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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

Login Reset

" * " represents mandatory fields

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Figure 4

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.)

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

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