

Instructions for Bail Bond License Renewal September 2011

Beginning September 1st, 2011 You May Renew Your License Online

- 1) Visit the Bail Bonds section of the Oklahoma Insurance Department website – <http://bailbonds.oid.ok.gov/>. (as seen below on Figure 1)

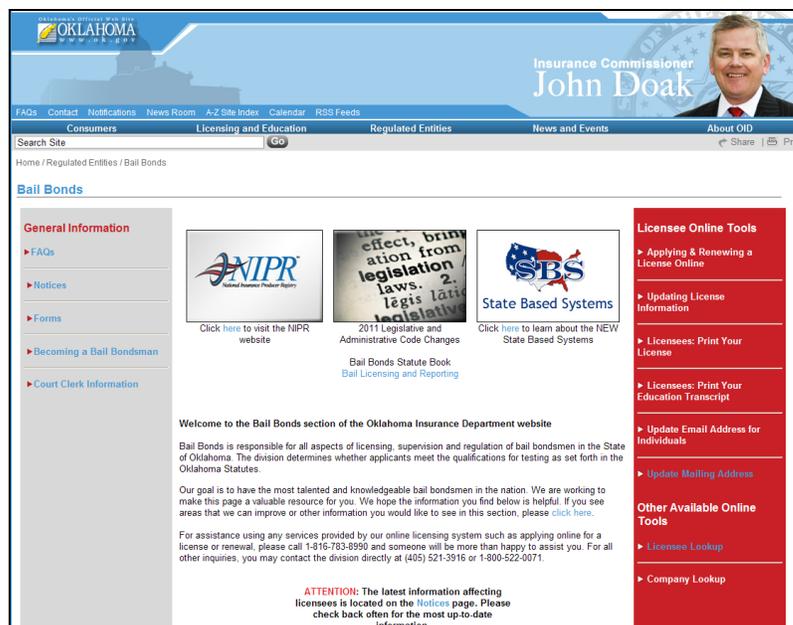


Figure 1

- 2) 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 should appear.
- 3) In the **Blue column** on the left side of the page, scroll down to:

Resident Producer
Initial License
Renewals
- 4) Click on Renewals (to renew an existing Active license).
- 5) The Announcements page appears. If the Oklahoma Insurance Department has any announcements, they will appear on this page. Scroll down to the bottom of the page and click Begin.

6) The Use Agreement page appears. Read, scroll down to the bottom of the page and click Accept.

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

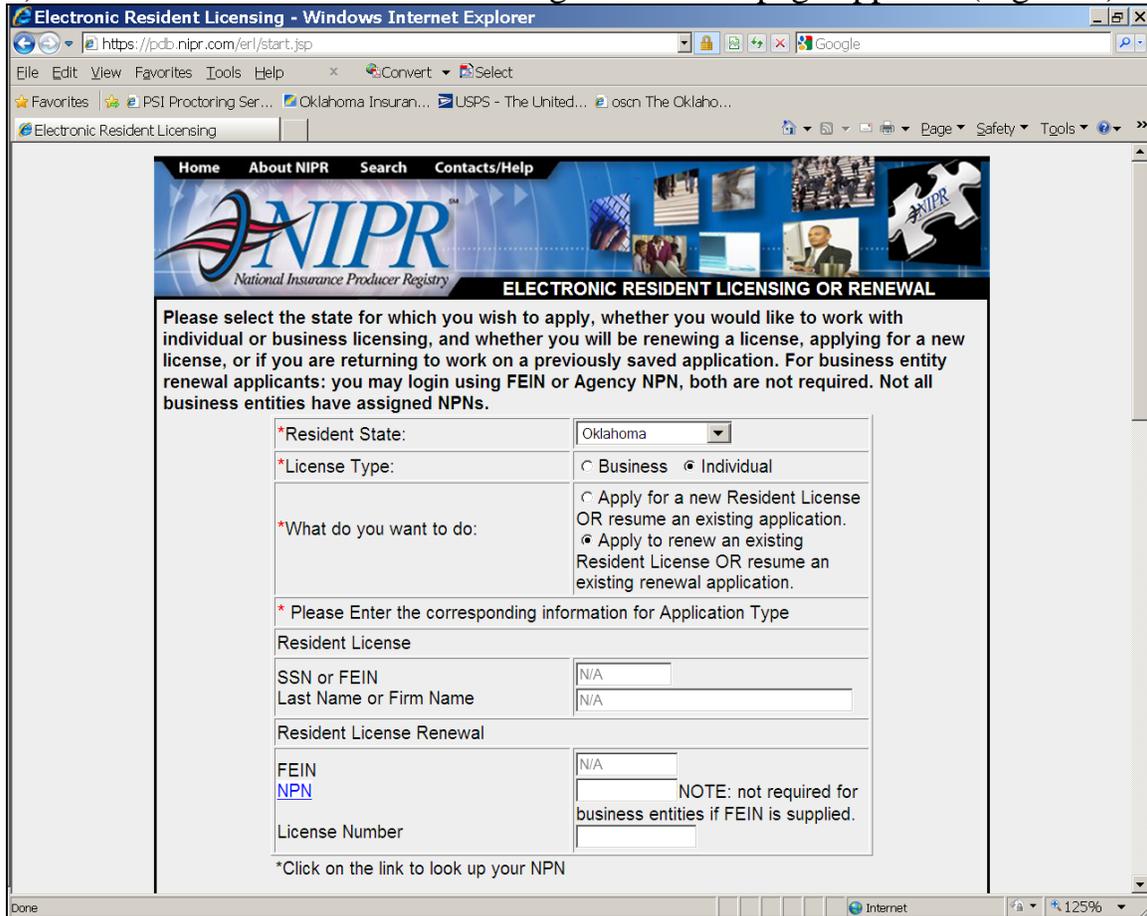


Figure 2

8) **Resident State:** Choose Oklahoma.

License Type: Choose Individual

What do you want to do: Choose Apply to renew an existing Resident License OR resume on existing renewal application.

You MUST enter both your NPN number and your license number. Both of these numbers appear on your Notice of License Renewal letter.

Note: If you answer Yes to any of the background questions, you may attach documents via the NIPR's Attachments Warehouse. 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).

9) 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 instruction to upload your document. There is a minimal fee per session for this service.

Note: 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.

**SCROLL DOWN FOR INSTRUCTIONS ON PRINTING YOUR
LICENSE ONLINE**

Printing Your License Online

- 1) In the **Red column** on the right side of the Bail Bonds section of the OID website, <http://bailbonds.oid.ok.gov/>, click on Licensees: Print Your License. The State Based Systems (SBS) License Printing page appears. (Figure 3)

The screenshot shows a web browser window titled "License Search - Windows Internet Explorer". The address bar contains the URL: <https://sbs-ok.naic.org/Lion-Web/html/external/LicensePrint.jsp?state=OK&eType=IND&la...>. The page content includes a "License Printing" header, a "Support" sidebar with a "How do I?" section containing links like "Find state not listed" and "Print my license", and a "License Search" form. The form has the following fields: "*License State:" with a dropdown menu set to "Oklahoma"; "*Entity Type:" with a dropdown menu set to "Individual"; "*Last Name:" with a text input field; "*Last 4 Digits of SSN:" with a text input field; and "Choose One" with a dropdown menu and a text input field. Below the form are "Reset" and "Search" buttons. A note below the buttons says "Click the 'Search' button to view your license information." The footer contains copyright information: "© 2011 National Association of Insurance Commissioners. All rights reserved. Dated: 8.2.2011 Verisign: VSP" and logos for NAIC and AITHENT.

Figure 3

- 2) **License State:** choose Oklahoma
Entity Type: choose Individual
Enter your Last Name and the last 4 digits of your social security number (SSN). Choose to enter either your NPN number or your 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. Hint: At the time you print the license there is also an option to save the file as a PDF on your computer for future use.

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