

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/>. See Figure 1 below.

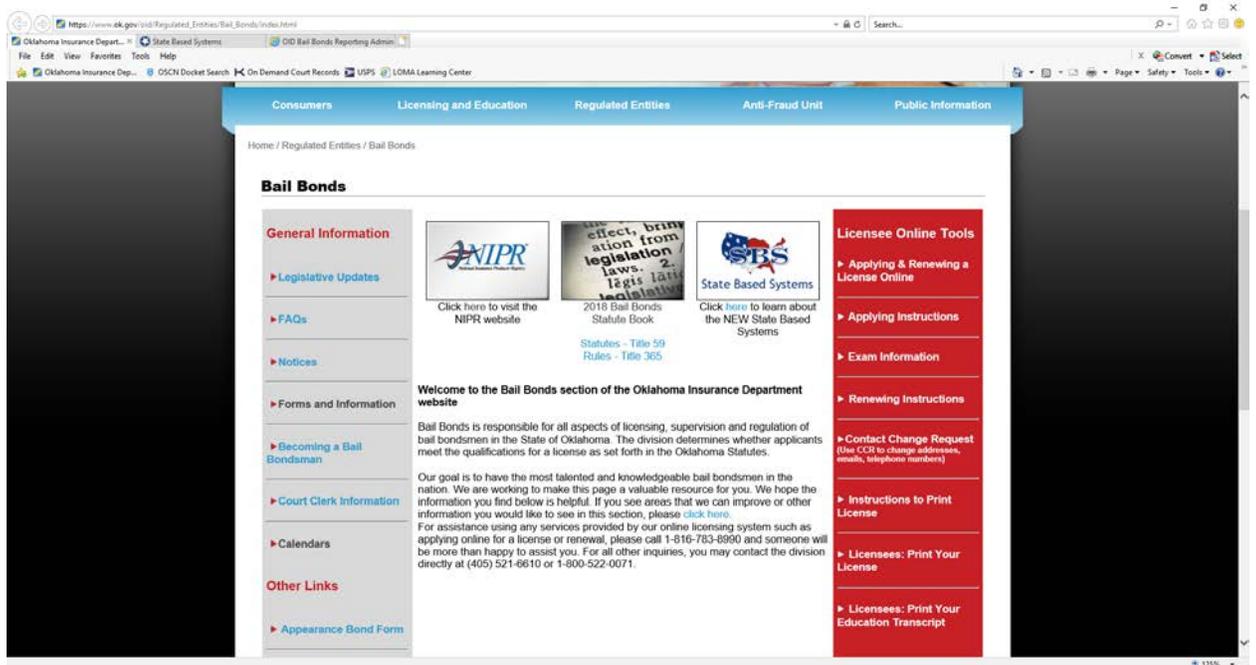


Figure 1

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) website will appear.
2. Click Renew.
3. Click Resident Licensing Renewals.
4. Click Oklahoma.
5. Click the **green** box that reads RENEW HERE.
6. Click Individual
Sign in as an individual.

7. On the Identify Licensee page, choose License Number for the Search Type.
8. Type your License Number.
9. Click the down arrow to choose Oklahoma.
10. After you have clicked and read the NIPR Use Agreement, check the box to confirm your acceptance. Then click Next. See Figure 2.

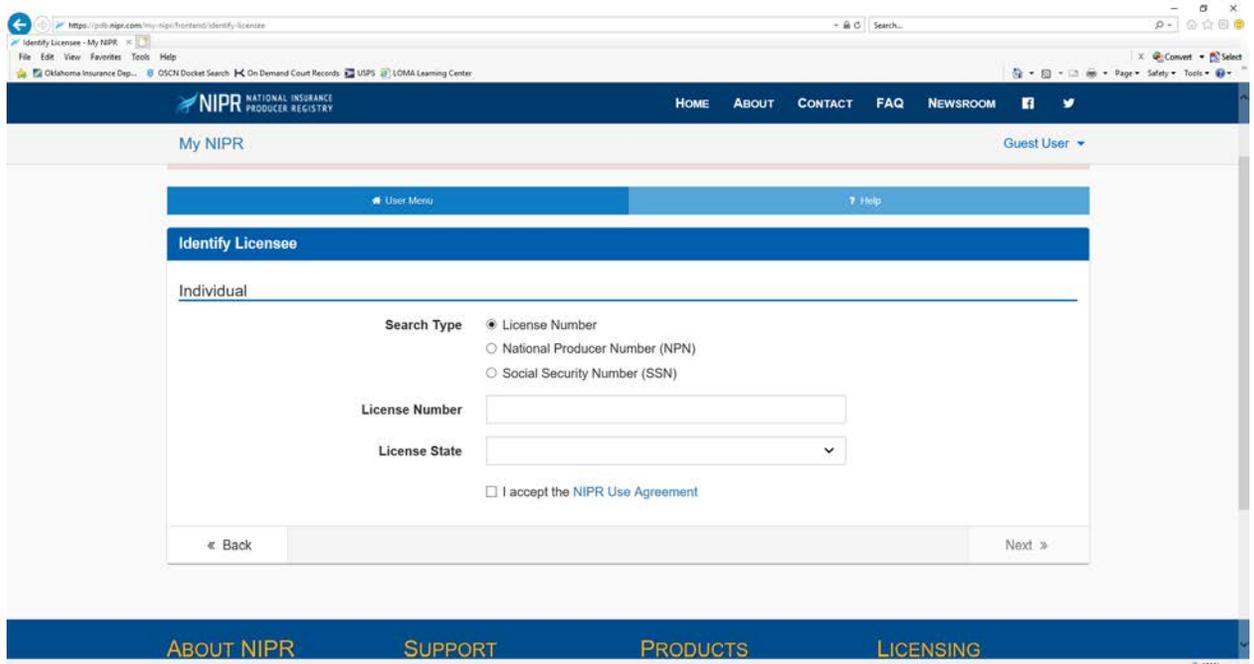


Figure 2

11. On the Authorization page, enter the last four digits of your social security number and your Date of Birth. Then click Next.
12. When the User Menu appears, your name should appear with Click here to start. Click in this area to start the renewal process.
13. For Product Type, choose Producer Licensing. When you do, additional selections will appear. For Application Type, choose Renewal. For Residency Type, choose Resident. Then click Next. See Figure 3.

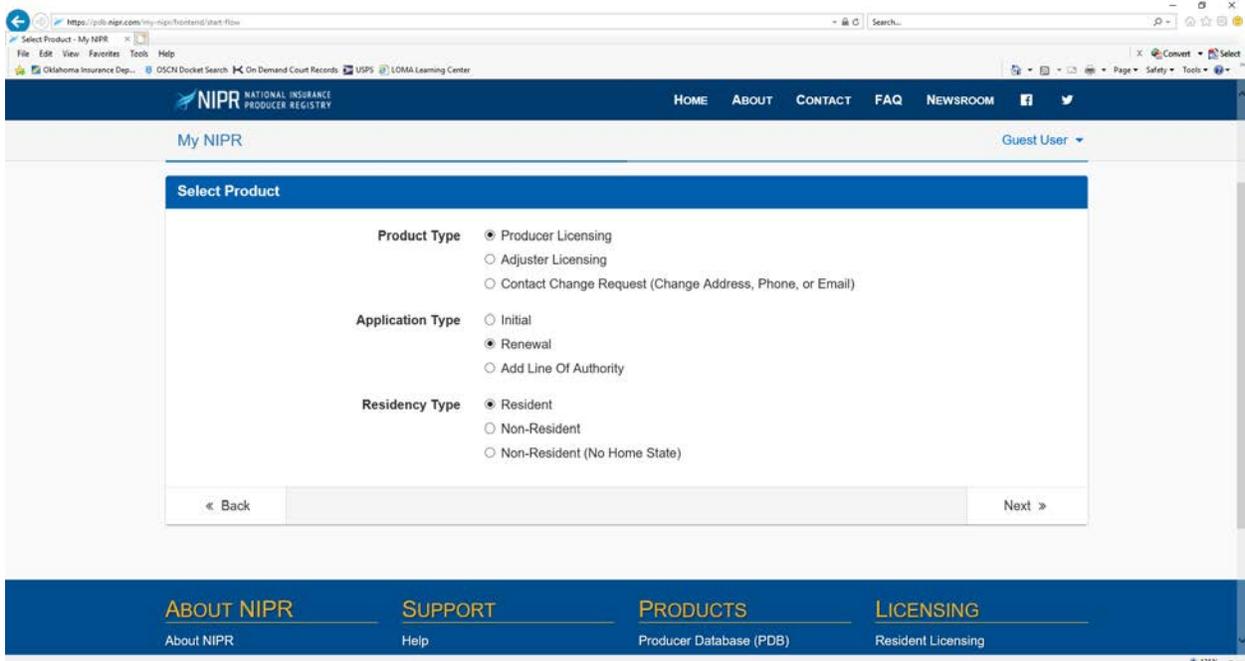


Figure 3

14. Click the blue Select button to choose Oklahoma and click Next. See Figure 4.

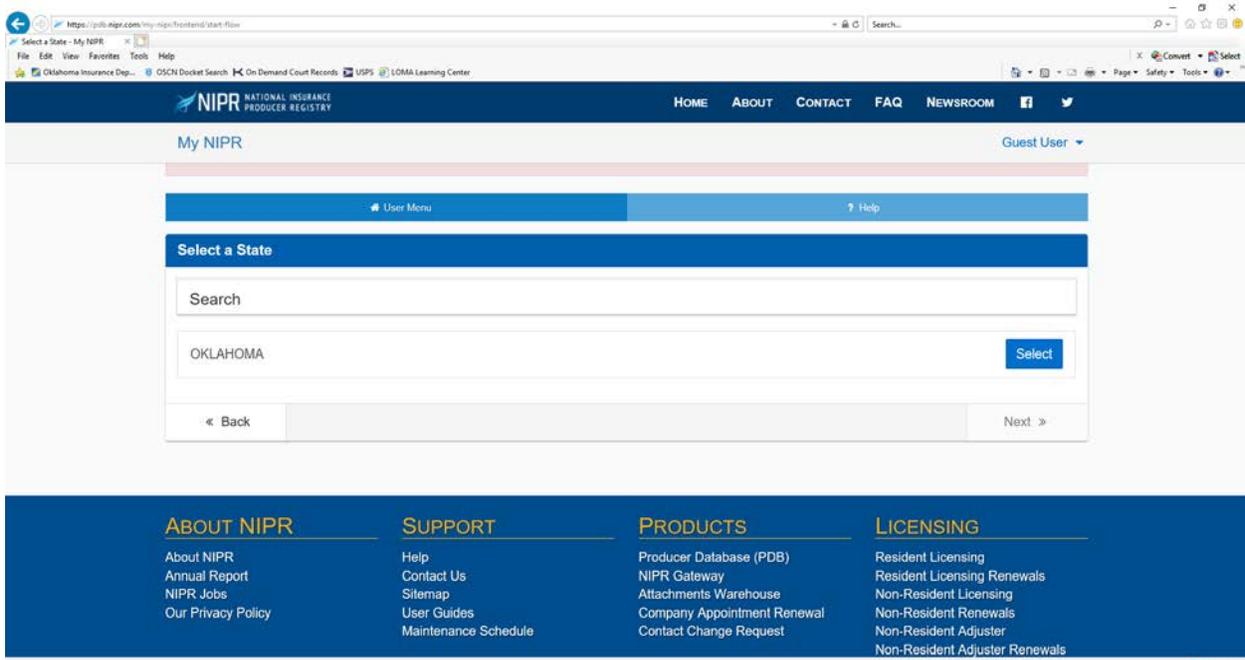


Figure 4

15. On the Select Licenses page, check the box(es) of the lines of authority you wish to renew. Be aware that by not renewing all lines currently held on license, those lines will be inactivated IMMEDIATELY. As a result, any appointments held for lines not renewed will also be inactivated. Click Next.

16. The Fee Estimate page will then appear. Fees are not refundable. Click Next.
17. Continue through the next several pages completing or reviewing each page slowly and consciously.
18. When you reach the Affiliations page (Figure 5 below), DO NOT complete any fields on this page. Click Next.

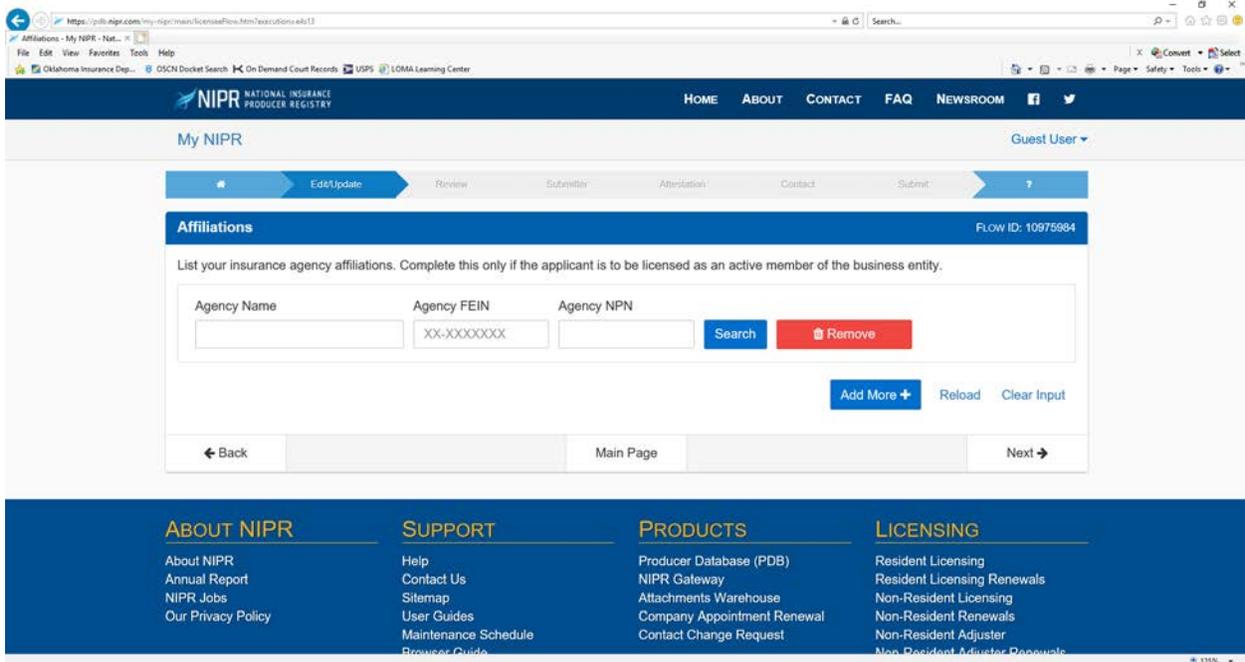


Figure 5

19. If you answered Yes to any of the background questions, you may attach documents via the NIPR's Attachments Warehouse. Click Attachments Warehouse located at the bottom of the page and follow the Instructions provided by NIPR.

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**.

20. Allow five (5) business days for the renewal application to be processed. Once processed by the Oklahoma Insurance Department, return to our website to print the license using the Instructions to Print License as your guide.

A license which has been **EXPIRED less than one (1) year** may be reinstated by submitting a new **INITIAL** application online. The reinstatement fee shall be double the original licensing fee. The license number and original expiration date will remain the same.

Bail bond licensees will need to be compliant with their continuing education (CE) at least 48 hours prior to submitting an application to reinstate their license.