

Instructions: Applying for a Bail Bond License

Step 1: Pre-Licensing Education

Student must obtain sixteen (16) hours of pre-licensing education from an approved education provider. The pre-licensing education (and examination) must be taken prior to applying for a license. See Title 59 O.S. §1308.1(A)(B). The following are approved pre-licensing education providers.

The Oklahoma Bondsman Association (OBA) www.okbondsman.com
222 NE 27th Street
Oklahoma City, OK 73105
Phone: (405) 524-5920

Student may pay for the pre-licensing course from the OBA via Cash, Check, Money Order, or Cashier's Check made payable to the Oklahoma Bondsman Association.

Upon completion of the education, the education provider will present 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 Prometric. Candidates must pass the examination prior to applying for a license. See Title 59 O.S. §1308(B). Candidates for the examination may pay Prometric via MasterCard, Visa, Cashier's Check, or Money Order.

Go to www.prometric.com/oklahoma/insurance or from the Oklahoma Insurance Department's (OID) website, <https://www.oid.ok.gov/regulated-entities/bail-bonds/>, and click on Exam Information on the right side of the screen under "Licensee Online Tools" for information regarding registering for the examination.

You must provide two (2) forms of identification for Prometric. 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.

Bail bondsman candidates must present the two pre-licensing certificates at the test site: BCE3 signed by the candidate and BCE4 signed by the education provider. 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. A score report will be emailed to the candidate. If the candidate does not receive the score report via email, then go to <https://scorereports.prometric.com> for a copy. Prometric will upload the examination results to the Oklahoma Insurance Department database. If the candidate passes the examination, then wait three (3) business days before electronically applying for the bail bond license at <https://www.oid.ok.gov/regulated-entities/bail-bonds/>.

Step 3: Documents Needed

Listed below, is the required documents needed to be mailed 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(s). See address on last page. ALL APPLICANTS (Cash, 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 a 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 FBI will retain the applicant’s fingerprints and associated information/biometrics and, while retained, the applicant’s fingerprints will continue to be compared against other fingerprints submitted to or retained by the FBI. 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 www.FBI.gov or <https://www.fbi.gov/cjis/identity-history-summary-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.

Privacy Act Statement and Applicant Notification

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Record Challenge: Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit www.FBI.gov or <https://www.fbi.gov/cjis/identity-history-summary-checks#challenge-of-an-identity-history-summary>.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.

Step 4: Applying Electronically

The applicant will go to the Oklahoma Insurance Department website at <https://www.oid.ok.gov/regulated-entities/bail-bonds/>. Applicants may use either an accepted credit card (Visa, MasterCard, American Express) or an electronic check through their checking account.

Click Applying & Renewing a License Online. This is located on the right side of the page under Licensee Online Tools. The National Insurance Producer Registry (NIPR) web page appears.

Click Apply for a New License.

Click Resident License.

Click Go to the Online Application.

Click Individual.

Click Social Security Number (SSN).

Complete the Last Name and (SSN) Social Security Number boxes. After reading the NIPR Use Agreement, check the box to accept the NIPR Use Agreement. Click Next.

Enter your Date of Birth. Click Next.

Click Start.

Select the following.

Product Type: Producer Licensing.

Application Type: Initial.

Residency Type: Resident. Click Next.

Select Oklahoma. Click Next.

Locate Bail Bondsman and Click the Lines of Authority in which you wish to apply. Click Next.

Fee Estimate page will appear next.

The fee for a bail bond application is as follows:

\$250.00 Application Fee and \$100.00 Investigation Fee

Click Next.

Complete each section EXCEPT Affiliations.

Do not add an insurance agency affiliation. Do not complete this section.

Note: When completing the Addresses page, the Business Address and the Mailing Address MUST be in the same County as required by OAC 365:25-5-31.

Upon payment, a receipt is available to print. NIPR will send an email to the applicant.

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 (within 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.

Contact Information

Oklahoma Bondsman Association

Phone: (405) 524-5920

Mailing Address:

222 NE 27th Street
Oklahoma City, OK 73105

Oklahoma Insurance Department

Phone: (405) 521-6610

Mailing Address:

Attn: Bail Bond Division
Oklahoma Insurance Department
400 NE 50th Street
Oklahoma City, OK 73105

E-Mail: bail.licensing@oid.ok.gov

(Note: the subject line must contain your complete legal name and your date of birth.)

National Insurance Producer Registry

Phone: (855) 674-6477

E-Mail: customerservice@nopr.com