

Modernizing Bail Bond Licensing

Over the past several years, the North Carolina Department of Insurance has worked very hard to modernize the bail bond licensing process by introducing new online services that allow you to perform many licensing functions yourself, such as updating your license address and reviewing your license status. Licensees who set up a free account through State Based Systems (SBS) Connect can also now sign up to receive optional e-mail notifications of license events, such as status changes, address changes, name changes, license renewals, etc. These online license services are available around the clock and provide you an efficient way to manage your license at a time that is convenient to you.

In the second quarter of 2011, the Agent Services Division will introduce a new service for online filing of the professional bail bond monthly report for Professional bail bondsmen. Currently, the Agent Services Division provides the monthly report form in a Microsoft Word or Excel format on the Department's website, www.ncdoi.com. The bondsmen may submit either of these monthly report forms through the online monthly report submission process. If bondsmen use another type of form for their monthly report, they simply convert it to an Adobe PDF format and submit it electronically. After successful submission of their monthly report, the Professional bondsmen will receive a confirmation e-mail for their records. With this system, there will be no more mailing or faxing the monthly report and hoping the Agent Services Division receives it by the due date on the fifteenth of each month as required by North Carolina G.S. 58-71-165(a).

Professional bail bond reports are required to be filed electronically pursuant to 11 NCAC 13.0521. There is no state fee due to the North Carolina Department of Insurance for filing a professional bail bond monthly report. The electronic filing service is provided by State Based Systems (SBS) through SBS Connect service. SBS charges administrative fees for each monthly report filing transaction. These fees are paid directly to SBS by credit card or electronic check when the monthly report is electronically submitted. The fees associated with electronic filing are the responsibility of the licensee pursuant to North Carolina G.S. 58-2-250.

I also want to take this opportunity to provide the following reminders:

Electronic Notifications - All licensees were required by law to provide an e-mail address to the Department by Jan. 1, 2010. Just like with other address information, bondsmen and runners are required to update their e-mail address within 10 days of making a change. Due to budget constraints, Agent Services Division will be communicating with licensees primarily through e-mail. That means that important information regarding compliance issues, consumer complaint response requests, license renewal instructions, CE reminders and other matters will be sent to licensees via e-mail. The licensee is responsible for taking action on these notifications if required. Examples of action that could be required include paying renewal fees, responding to a consumer complaint or submitting a renewal application. If you fail to provide the proper notification of changes required by law (N.C.G.S. 58-2-69(b)), you may be assessed a \$50 administrative fee. Bondsmen and runners can provide an updated e-mail address by

completing an online form on the Department's website in the following location:
[https://access.ncdoi.net/asd/forms/.DanaInfo=www.ncdoi.com+asd Email Update.asp](https://access.ncdoi.net/asd/forms/.DanaInfo=www.ncdoi.com+asd%20Email%20Update.asp).

Complete your Continuing Education (CE) - By July 1, you are required to complete at least three hours of CE to keep your current license(s) active. Failing to complete this requirement by July 1 will result in the lapse of your bail bond license and you will have to discontinue any bail bond business transactions until you regain your license status. The last CE class offered by the NCBAAs is on May 7, 2011, so if you have not yet completed CE do not delay in contacting the NCBAAs at www.ncbaa.com to register.

Please call the Agent Services Division at 919-807-6800 if you have any questions.