

### Renewal for Bail Bond Licenses

It's time to start the renewal process for your bail bondsmen license. By July 1, you are required to submit your renewal fee and complete at least three hours of continuing education (CE) credits to keep your current license active. Every year the Department's Agent Services Division strives to make the license renewal process as streamlined as possible, and the following items can help you avoid delays in your license renewal(s) this year:

- **Update your address with the Department** — you are required by law to update your mailing address within 10 business days of any changes. During the renewal process, the Agent Services Division will mail you a renewal payment invoice to your address on file; even if you don't receive this invoice your renewal payment is still due.
- **Use the mailed renewal invoice** — this year, the renewal invoice will be printed on white paper. Simply send the renewal invoice with your payment. If you misplace the renewal invoice or have renewal payments for multiple licensees, please include a letter that includes your full name, license numbers for each renewal payment included and your phone number in case any questions arise. This explanation letter is essential for your renewal funds to be properly credited.
- **Send the renewal payment directly to Agent Services Division** — send your payment, invoice and/or explanation letter directly to the Agent Services Division, Bailbond License Renewal, 1204 Mail Service Center, Raleigh, NC 27699-1204. Do not send cash; the payment must be either a check or money order. Please keep a copy of the check or money order for your records in case your renewal payment needs to be tracked.
- **Do not wait until the last minute to renew your license** — often bail bondsmen drop their payment off in person at the Agent Services Division; while you may bring it to our office, it often delays processing to bring your payment on June 30. Please keep in mind that June 30 falls on a Saturday this year, and the Department is closed on weekends. Please note that walk-in license renewal payments made on Monday, July 2, will be considered late renewals and **sanctions may apply**.

If you received your license prior to Jan. 1, 2007, you must also complete at least three hours of CE by the July 1 renewal deadline. Failing to complete both of these requirements by July 1 will result in the nonrenewal of your bail bond license; if

your license is not renewed, you will have to discontinue any bail bond business transactions until you regain your license status. Further, 2007 marks the first year in which the Electronic Bail Bondsmen Registry will be in effect. Once you renew your license (bondsman, surety bondsman or bail bond runner license) you will be entered into the registry and able to conduct business in all 100 counties of North Carolina. The Registry will show both active and inactive licenses.

I encourage you to go ahead and begin the renewal process now to ensure your license is renewed by the deadline. If you have questions about the process or your continuing education requirements, please call the Agent Services Division at 919-807-6800.