

NCBAA

Commissioner's Column

May 2008

Important Reminders from the Department

This year has brought about much change for bail bond licensees — assignment of a National Producer Number, legislative amendments, an online service for address changes and modernization of the state licensing system. With all these changes has come a lot of notices and memos, and when you receive so much information, it's easy to forget the regular reminders the Department of Insurance typically puts out. So, I want to take this opportunity to point out the following reminders:

Now is the time to finalize the license renewal process. 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. 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. To avoid delays in the renewal process, follow these steps:

1. **Use the mailed renewal invoice** — 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.
2. **Send the renewal payment directly to Agent Services Division** — send your payment, invoice and/or explanation letter directly to the Agent Services Division, 1204 Mail Service Center, Raleigh, NC 27699-1204. Payments must be either a check or money order — do not send cash. Please keep a copy of the check or money order for your records in case your renewal payment needs to be tracked.
3. **What to do if you have not already completed CE** — the last opportunity to complete CE prior to the June 30 deadline is the May 3 CE class. If you missed this final class and have not already completed the CE required by statute, then you may attend a two-day PLE class before June 30. You must submit proof of completing PLE with the renewal payment. There are two PLE classes being offered before June 30 (May 12-13 and June 9-10). Contact the NCBAA at www.ncbaa.com for scheduling of PLE prior to this deadline.

Update your address with the Department — you must update your resident address within 10 business days of any changes. This update process is easier than

ever as you can use the address change request (ACR) function available online to review and change any of the addresses on your licensing record. This function is available at www.ncdoi.com. If you do not update your address, beginning in the fourth quarter of 2008, the Agent Services Division will charge a \$50.00 administrative fee for non-compliance.

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 license renewal requirements, please call the Agent Services Division at 919-807-6800.