

Renewing Your Bail Bond License

It's time once again to complete the renewal process for your bail bondsmen license or licenses. You are required to pay a renewal fee, complete a renewal application and take continuing education (CE) to keep your current license(s) active. Every year the Department of Insurance's Agent Services Division strives to make the license renewal process as smooth and efficient as possible, and the following schedule and business rules can help you avoid delays in your license renewal(s) this year.

Pay Fees by May 15, 2011:

Renewal invoices have been mailed. This year, renewal invoices were sent in early April, and bail bondsmen and runners are required to submit license renewal fee(s) by May 15, 2011. It is very important that you remit the fee per instructions below.

- For one bail bond license: Single bail bond licensees will receive an invoice with a payment coupon on the bottom to detach and use to mail the renewal payment through our lockbox payment services with SunTrust bank. This original invoice coupon contains a scan line and must be sent with payment in the envelope provided. If you did not receive your invoice in the mail or have misplaced your invoice, the Agent Services Division has posted a 7-1 payment accommodation form on the Department's website under applications and forms for bail bond renewal. Please fully complete this form and submit it with your license renewal fee payment directly to the Agent Services Division to ensure that the renewal payment is properly credited.
- For two bail bond licenses: Dual bail bond licensees will receive a renewal invoice that directs that the payment be mailed to the Agent Services Division. There is no perforated coupon or envelope provided, as these payments will not go through the SunTrust lockbox services. Please enclose a copy of the invoice when you mail the renewal fee payment to the Agent Services Division to ensure that the renewal payment is properly credited.

Avoid delays by following invoice payment instructions. To avoid delays in applying your renewal payment to your record, please send the payment as directed in the renewal instructions along with the perforated payment coupon, renewal invoice, or 7-1 payment accommodation form. 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. Do not wait until the last minute to renew your license(s). Often bail bondsmen bring their payment to the Agent Services Division

for processing. While this is permissible, it actually delays the posting of your payment due to the manual intervention needed to record your payment.

Submit your renewal application by May 15, 2011:

You must submit a license renewal application pursuant to 11 NCAC 13.0504. Since this is an odd year for bail bond renewal, there is no requirement to submit fingerprints for a criminal history record check or submit proof of North Carolina residency. Detailed license renewal instructions, along with the 2011 modified bail bond renewal application, are posted on the Department's website, www.ncdoi.com.

Send the 2011 modified renewal application and any attachments through one of methods below:

- E-mail by scanning and attaching to BBRen@ncdoi.gov (**preferred method of receipt**);
- Fax to (919) 715-3794 (fax will be received electronically); or
- Mail via USPS to: NCDOT-Agent Services Division
1204 Mail Services Center
Raleigh, NC 27699-1204

Ensure you are in compliance with CE requirements:

If you received your license prior to Jan. 1, 2011, you must also complete at least three hours of CE by the June 30 renewal deadline. The North Carolina Bail Agents Association provides CE classes on a regular basis, and the final CE class was offered on May 7, 2011. Your license(s) will lapse effective June 30 if you fail to comply with the CE requirements.

The CE requirements do not apply to bail bond licensees who have applied for and received a permanent exemption from CE requirements due to being 65 years of age and having been continuously licensed as a professional, surety or bail bond runner for at least 15 years.

Licensees may request a CE permanent exemption or extension for hardships such as medical disability or military deployment. To do so, complete the Bail Bond CE Exemption/Extension Request Form and submit it to Agent Services Division before the June 30 deadline. This form is posted on the Department's website, www.ncdoi.com, under applications and forms for bail bond continuing education. Hardship exemptions/extensions are granted on a case-by-case basis. The Department will review any request, but the licensee should keep in mind that hardship must be some event or occurrence "outside the control" of the licensee, such as a medical situation/emergency, military obligations, death in family, etc. Personal or professional schedule conflicts do not typically fall under hardship because they usually are within the control of the licensee, and/or the licensee had ample time in which to meet the requirement before the conflict arose.

Do not assume any CE exemption or extension request has been granted until you have received written notification from the Agent Services Division. No fees are required for these exemption or extension requests. Also, be aware that after review of documentation, the Agent Services Division may require additional documentation before making the final decision.

I encourage you to take the proper steps to complete the renewal process now to ensure that your license is renewed by the deadline. Failing to complete these renewal requirements by June 30 will result in the lapse of your bail bond license(s). If your license lapses, you will have to discontinue any bail bond business transactions until you regain your license status. If you have questions about the annual renewal process or your continuing education requirements, please call the Agent Services Division at 919-807-6800.