



IMPORTANT INFORMATION

FOR BAIL AGENTS

DEPARTMENT OF INSURANCE CONTACT INFORMATION

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Idaho Department of Insurance

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SIGN UP ON OUR WEBSITE TO RECEIVE THE DEPARTMENT'S LATEST NEWS, NOTICES AND BULLETINS!!!

Keep this document in electronic format to preserve the links
Check the website occasionally for updated versions of this form.

GENERAL CODE REFERENCES

- Idaho Code [§41-1037 through §41-1045](#) provide requirements for the regulation of bail agents, in addition to the general requirements of producers under [Chapter 10 of Title 41](#).
- Please also consult [IDAPA Rule 18-01-04](#) – Rules pertaining to Bail agents. A bail agent is licensed in the line of surety insurance and is authorized by an insurer to execute or countersign undertakings of bail in conjunction with judicial proceedings.

DEFINITION OF A BAIL AGENT

- A bail agent is licensed in the line of surety insurance and is authorized by an insurer to execute or countersign undertakings of bail in conjunction with judicial proceedings.

THE LICENSE

- This license is the property of the State of Idaho and issued to the producer, who is responsible for its safekeeping.
- In the event this license is cancelled, surrendered, terminated, revoked or suspended, it is your responsibility to provide a [Dissolution of License Affidavit](#).

BULLETIN 11-05, IDAPA RULE 18.01.04

- Please read the attached bulletin outlining the update to [Bail rules](#). Be sure to research the full version of this rule on our website under *Laws/Rules/Bulletins* Bail statutes can be found in the same place under Idaho Code, Title 41, Chapter 10, [Sections §41-1037 – 1045](#).

DBA'S (ASSUMED BUSINESS NAMES)

- When using a name other than your legal name, the Idaho Department of Insurance requires the "Doing Business As" or "Assumed Business Name" be filed with the [Idaho Secretary of State](#), per [§30-21-801 through §30-21-810](#).
- Per [§41-1014](#), the SOS filed name must also be filed with the Idaho Department of Insurance using our [approved form](#).
- If this name is incorporated (INC, LLC, LLP), it must be licensed as an insurance producer.

- More information regarding business entity licensing can be found [here](#).
- **Only names filed or licensed with the Department of Insurance may be used to conduct insurance transactions.**

COMPANY APPOINTMENTS

- Bail agents may not act on behalf of a surety insurer unless they become an appointed agent of that insurer.
- Business entities are required to register at least one Idaho-licensed bail agent.
- New appointments can be processed electronically through NIPR or Sircon, or by [paper](#) submitted to the Department by the Carrier.
- Loss of all appointments will automatically cancel a bail license.
- Appointments are terminated once a license is terminated.

LICENSE REACTIVATION

- Click here to download a [Bail Reactivation Packet](#). This should only be used in the event of a Bail license becoming inactive for a loss of Bond or Appointment. Please [reinstate](#) if the license is inactive for either Failure to Renew or Suspended for Education.

BAIL AGENT/AGENCY BOND

- Per [Idaho Code §41-1040](#), the bail agent must file and maintain a surety performance bond in the amount of \$15,000 in favor of the Director of the Idaho Department of Insurance. If your bond is cancelled, you will receive notice from the Department. If the bond is not replaced before the cancellation date, the license will be terminated.

ADDRESS CHANGES

- Per [§41-1008 \(6\)](#) and [IDAPA Rule 18-01-04](#) all producers must inform the Department of Insurance *within 30 days* of any change of address. Please go to [www.nipr.com](#) to report a change of address.
- NOTE: you can also perform a **State-to-State** change of address as long as you are licensed in the new domicile state and that is verifiable on PDB.
- CCR allows changing an email or phone as well as address information.
- This service will report the change to all the states in which you are licensed if you choose to do so.
- Idaho does not charge a fee for address changes.

LICENSE RENEWALS

- Licenses are issued for 2 years and expire at the end of the producers' birth month. **You are responsible for the timely renewal of your license.** You will receive a courtesy "*notice to renew*" reminder approximately six (6) weeks prior to your expiration date. **You do not need to receive this notice in order to renew your license.** Please go to [www.nipr.com](#) or [www.sircon.com](#) to renew online or to [www.doi.idaho.gov](#) to renew by paper anytime within the 6-week period prior to expiration.
- Residents must complete all CE before renewing.
- **Both Resident and Non-resident** bail agents are now required to fingerprint for every renewal, in addition to completing all other renewal processes.
 - Click on the appropriate license type for renewal packets: [Residents](#) or [Non-residents](#).

- **Fingerprint results take anywhere from three to six weeks, so be sure to do this well in advance of your expiration. We cannot renew the license without a background report from ISP.**
- To speed up the administrative process, fax *receipts* given you at the time of fingerprinting to the Department of Insurance/licensing section at 208-334-4398 or scan and send to agent@doi.idaho.gov.
- Be sure to explain in a cover sheet that this receipt is sent in connection with a Bail Agent renewal and provide your license or NPN number as an identifier.
- ***Your renewal fee must be received or postmarked prior to your expiration date to avoid paying a late fee.***
- Bail Agents renewing past the expiration date of the license will need to [reinstate](#) by paper.
- No online Reinstatement is available for Bail licenses at this time.
- Reinstatements will require [new original bond](#) or [Certification of Active Bond](#) form from Surety that bond is still active, along with a [paper appointment form](#) completed by the Surety and provided with the [reinstatement form](#).

CONTINUING EDUCATION REQUIREMENTS

- **Resident** Bail Agents please see attached CE information flyer.
- [Click here to check your CE status](#). Select the Continuing Education Transcript Inquiry option and follow prompts.
- **Exemptions for CE:**
 - Business entities
 - Non-resident Bail Agents

REPORTING OF ACTIONS

- Producers have a duty to report any criminal or administrative actions to the Idaho Department of Insurance within 30 days per [§41-1021](#),
- We encourage use of the **NIPR Reporting of Actions Warehouse** at www.nipr.com as a convenient means to post your documents and explanations. You will be able to report to us and any other state in which you are licensed in a single transaction by using this service.
- Alternatively, you can fax documents to 208-334-4398 or email to agent@doi.idaho.gov.

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