

Apply for a Bail Agency License

All business entity licenses require a designated responsible licensed producer (DRLP) to be assigned at application.
All business entity licenses are required to register with the Idaho Secretary of State.

Step 1	Register the agency with the Idaho Secretary of State. Note: Non-Resident Instructions must use the director of the Idaho Department of Insurance as the service of process person.
Step 2	Obtain the following: - A surety bond in the amount of \$15,000. Complete and submit the Department's bond form: https://doi.idaho.gov/bond-bail/ - An appointment with a surety company. Complete and submit the Department's Appointment of Authority form: https://doi.idaho.gov/add-appointment-company/
Step 3	Go to NIPR: https://nipr.com
Step 4	Click the orange "Start now" button.
Step 5	Click "Business Entity" and enter your identifying information.
Step 6	On the left side of the screen, click on "Start Application."
Step 7	Select the "Other License," then click "Next."
Step 8	Select "Initial," then click "Next."
Step 9	Select if you are applying for a Resident or Non-Resident license, then click "Next."
Step 10	Select "Idaho," then click "Next."
Step 11	Select "Bail Bond Agent," then click "Next."
Step 12	Review the transaction, then click "Next."
Step 13	Verify your information and click "Next" when finished.
Step 14	Read the attestation carefully. If you agree to the attestation, click "I accept," then click "Next."
Step 15	Enter where you want the receipt sent, then click "Next."
Step 16	Review the information, if correct, click "Submit." ALL FEES ARE NON-REFUNDABLE
Step 17	Complete the payment screens. There may be multiple steps to this depending on your payment type.
Step 18	E-mail the appointment form to agent@doi.idaho.gov with the subject line <i>"Application documents for [YOUR BUSINESS ENTITY NAME]"</i> .
Step 19	Mail the <u>original, physical</u> bond to: Idaho Department of Insurance 700 W State Street, 3rd Floor Boise ID 83720-0043

This process may change without notice.
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