Apply for a Resident Bail Agent License

Step 1	Obtain a surety bond in the amount of $15,000. Complete and submit the Department's bond form: https://doi.idaho.gov/bond-bail/
Step 2	Obtain an appointment with a surety company on the department's appointment: https://doi.idaho.gov/add-appointment-company/
Step 3	Study for the Licensing Exam. Study Guide: https://doi.idaho.gov/bail-co/
Step 4	Go to the Pearson/ Idaho Department of Insurance webpage to register for the exam: https://www.pearsonvue.com/us/en/ id/insurance.html
Step 5	Click "Log in." If you do not have a Pearson account, you will need to select "Create an account" and set one up.
Step 6	Enter your log in information then, click "Sign In."
Step 7	In the "Schedule an exam" box, click "View exams."
Step 8	Click on "Idaho Bail Bonds." Idaho offers exams in English or Spanish.
Step 9	Select if you want to take the exam(s) in person or online.
Step 10	Review the information, then click "**Next**."
Step 11	Click "**Next**."
Step 12	Review the information, then click "**Agree**."
Step 13	Select your testing center, then click "**Next**." If you selected online testing, you will not see this screen.
Step 14	Click on the date and time you want to take your exam, then click "Book this appointment."
Step 15	Review the information, then click "**Add Another Exam**" to schedule your fingerprints for your background check.
Step 16	The Department strongly encourages the use of the electronic fingerprint process. **Electronic:** Click "InsID-FPELCID Electronic Fingerprints" to have your fingerprints taken at a Pearson location in Boise, Pocatello, or Spokane. **Hard Card:** If you can't travel to one of the cities above, click "InsID-FPHC ID Fingerprint Hard Card" to submit hard card fingerprints.
Step 17	Click "**Next**."
Step 18	Review the information, then click "**Agree**."
Step 19	**Electronic:** Select a test center, then click "**Next**." **Hard Card:** Select the Driftwood, TX address (it's the only option).
Step 20	**Electronic:** Click on the day and time you want to have your prints taken, then click "Book this appointment." **Hard Card**: Pick the day you're MAILING the prints to Texas.
Step 21	Review your information. If correct, click "**Proceed to Checkout" and pay.**
Step 22	Go to NIPR: https://nipr.com. Apply immediately after submitting your fingerprints. Do NOT wait for the report. Your fingerprints cannot be processed until an application has been submitted.
Step 23	Click the orange "**Start now**" button.
Step 24	Click "**Individual**" and enter your identifying information.
Step 25	On the left side of the screen, click on "**Start Application**."
Step 26	Select "**Other Licensing**," then click "**Next**."
Step 27	Select "**Initial**," then click "**Next**."
Step 28	Select "**Resident**," then click "**Next**."
Step 29	Select "**Idaho**," then click "**Next**."
Step 30	Select "**Bail Bond Agent,"** then click "**Next**."
Step 31	Review the information, then click "**Next**."
Step 32	Enter the requested information. Click "**Next"** when finished with each section.
Step 33	Review the information you entered and click "**Next**." If anything needs corrected use the "Back" button at the bottom of the screen beside the "Next" button.
Step 34	Enter the requested information, then click "**Next**."
Step 35	Read the attestation carefully. If you agree to the attestation, click "I accept," then click "Next."
Step 36	Enter where you want the receipt sent, then click "**Next**."
Step 37	Review the information, if correct, click "**Submit**." ALL FEES ARE NON-REFUNDABLE
Step 38	Complete the payment screens. There may be multiple steps to this depending on your payment type.
Step 39	Email the following documents to agent@doi.idaho.gov with the subject line "*Application documents for [YOUR NAME]*": - A copy of the fingerprint processing receipt from Pearson. - The completed CHRI-Request and Release. https://doi.idaho.gov/chri-fbi-request-release/ - Pass confirmation for the exam. - The completed appointment form.
Step 40	Mail the original, physical 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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