

Renew an Individual Bail License

All Bail Agents are required to fingerprint on renewal.

Resident Renewals Only: Complete your Continuing Education (CE) at least 30 days before the expiration date of your license.

Step 1	Go to the local sheriff's office or police station and have your fingerprints taken.
Step 2	Fill out the Fingerprint Based Background Check-Form. https://isp.idaho.gov/wp-content/uploads/BCI/Fingerprinting/Fingerprint-Based-Background-Check-Form.pdf The following fields must be completed as shown below. Requesting Person or Company: Idaho Department of Insurance Printed Name of Requester: Idaho Department of Insurance Address of Requester 700 W. State Street, Fl. 3 Boise, Idaho 83720 Reason for Criminal History Check: Bail Bond Agent License Renewal
Step 3	Prepare a payment by either filling out the Credit Card Authorization Form or writing a \$25 check made payable to "Idaho State Police." A copy of the form can be found at the following url: https://isp.idaho.gov/wp-content/uploads/ABC/Miscellaneous/Credit-Card-Authorization-Form.pdf
Step 4	Mail fingerprint card, completed ISP form, and payment to: Idaho State Police 700 S. Stratford Drive, Ste. 120 Meridian, ID 83642
Step 5	Complete the Request and Release - CHRI. https://doi.idaho.gov/chri-fbi-request-release/
Step 6	E-mail the completed CHRI Form to agent@doi.idaho.gov with the subject line " <i>Bail Renewal CHRI for [YOUR NAME]</i> "
Step 7	Go to NIPR: https://nipr.com
Step 8	Click the orange " Start now " button.
Step 9	Click " Individual " and enter your identifying information.
Step 10	On the left side of the screen, click on " Start Application. "
Step 11	Select " Other Licensing, " then click " Next. "
Step 12	Select " Renewal, " then click " Next. "
Step 13	Select if you are renewing your <u>resident</u> or <u>non-resident</u> state, then click " Next. "
Step 14	Select " Idaho, " then click " Next. "
Step 15	Select " Bail Bond Agent, " then click " Next. "
Step 16	Review the information, then click " Next. "
Step 17	Verify your information and click " Next " when finished.
Step 18	Read the attestation carefully. If you agree to the attestation, click " I accept, " then click " Next. "
Step 19	Enter where you want the receipt sent, then click " Next. "
Step 20	Review the information, if correct, click " Submit. " ALL FEES ARE NON-REFUNDABLE
Step 21	Complete the payment screens. There may be multiple steps to this depending on your payment type.

This process may change without notice.
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