

NONRESIDENT BAIL LICENSE FINGERPRINTING CHECKLIST

General Renewal Information:

- Keep this page and a copy of your fingerprint forms on file for future reference.
- Please start your fingerprinting process at least 6 weeks in advance to ensure enough time for return to be received by the Idaho DOI.
- No Bail license will be renewed before receiving return of fingerprints from the FBI.
- Please reference Bulletin 11-05 requiring Bail agents to fingerprint at renewal.
- For other licensing questions/maintenance, please refer to the Bail web pages.

Non-Resident Renewal Information:

- Please download and complete a Fingerprint Packet. You will need this packet before you have your fingerprints done at any qualified law enforcement agency in your area.
- You may renew your license online through www.nipr.com or www.sircon.com/idaho. The **non-refundable** renewal fee is \$60 plus vendor fees, which can be paid with credit card. Please scan and email or fax the proof of fingerprinting (a copy of the receipt will suffice,) and CHRI Request and Release to agent@doi.idaho.gov or 208-334-4398.
- Please mail your application, renewal fee, proof of fingerprinting (a copy of the receipt will suffice,) and CHRI Request and Release form to the address below. The fingerprint card, fingerprinting fee, and PSI Fingerprint Receipt should be sent to the PSI address in the packet.

Idaho Department of Insurance
700 W State St Fl 3
PO Box 83720
Boise Idaho 83720-0043

Questions? Please contact us at 208-334-4339 or agent@doi.idaho.gov.