

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INSURANCE**

Resident INDIVIDUAL Bail Agent Instruction Checklist

**MAILING ADDRESS FOR
APPLICATIONS WITH FEES:**

Nevada Division of Insurance
P.O. Box 98572
Las Vegas, Nevada 89193-8572

PHYSICAL MAILING ADDRESS:

Nevada Division of Insurance
788 Fairview Drive # 300
Carson City, Nevada 89701-5491

Licensing instructions, forms and fee schedules may be accessed by clicking on the following link:
Click on and print off the applicable documents as indicated below.

A person is entitled to receive, renew or hold a license as a bail agent if he is qualified and licensed pursuant to statute. Failure to maintain licensing requirements will result in cancellation of your license.

REQUIRED FORMS AND FEES:

- **Fees:** The licensing fee is \$ 125.00; the business entity/agency affiliation fee is \$50.00 for a total of \$175.00. Appointment fee is \$15.00 each (paid by insurer with appointment). Fees are payable to the Division of Insurance. Licensing fees are deemed earned upon receipt and may not be refunded.
- **Forms:** Each licensee shall file with the commissioner a sample copy of each form used in his business.
 - **DOCUMENT 327 INDIVIDUAL LICENSING APPLICATION:**
Reference your business entity affiliation and FEIN number on question number 32 of the licensing application. If you wish the name of the entity to appear on your license you must list the address of the business entity as your mailing address. If the applicant is not affiliated to a business entity, the applicant must be appointed by an authorized surety company. The appointment and fee must accompany the application.
NOTE: Independent bail agents must provide a supporting appointment from an authorized surety in this state, evidence of a collateral account and proof that you have filed the surety's power of attorney with the county clerks office.
 - **DOCUMENTS 343 AND DOCUMENT 352. Pre-Licensing and testing:** An applicant for a bail agent/bail solicitor must take and pass a written examination and successfully pass the Promissor exam for the same lines of authority for which the application is made. Provide your original compliance with Pre-licensing education and the original Promissor test results. Continuing Education is a requirement in order to renew this license type. See DOCUMENT 351 Bail –Continuing Education Course(s).
 - **DOCUMENT 330 Bail Bondsman Bond Form:**
Surety bond in the amount of \$10,000 for a bail solicitor or \$25,000 for a bail agent. The bond must be an original, must be countersigned by a resident producer appointed by the surety company in this state and the original Power of Attorney form must be attached.

Bail Agent/Bail Solicitor Instructions Continued:

- **DOCUMENT 324 Resident's requirements for Criminal History Search.** The State of Nevada requires a criminal history report for applicants that are residents of Nevada. Complete 2 fingerprint cards with the detailed information required in DOCUMENT 324. You must attach the cards to your licensing application with a \$51.25 cashiers check or money order made payable to **Department of Public Safety**. The money order or cashiers check should be in a sealed envelope marked "DPS". We will forward to the Nevada Department of Public Safety to obtain the criminal history report.

- **DOCUMENT 334C; BAIL RESIDENCY QUESTIONNAIRE:** A Bail Agent must be a resident of this state and have resided in this state for not less than 1 year immediately preceding the date of the application for the license. A Bail Solicitor must be a resident for 3 months prior to applying for a license. Complete the residency questionnaire providing two of the three items indicated on the form providing; a) Drivers license history from DMV showing when your Nevada driver's license was issued. Attach a copy of your driver's license to the print out. B) Copies of any utility bills for a period of 12 months or a letter from the utility verifying the date the service was established in your name. C) A copy of the first two pages of your last years IRS tax filing.

MODIFICATIONS TO AN ACTIVE BAIL AGENT LICENSE Changing Employers:

If you are changing business entity/agency affiliations you will be required to complete Document 327- Individual Application. The modification fee is \$50.00. Fees are payable to the Division of Insurance. You must provide documentation if answering yes to screening questions, "on file" is not acceptable.

Pursuant to NRS 697.090, 1. A person in this state shall not act in the capacity of a bail agent, bail enforcement agent or bail solicitor, or perform any of the functions, duties or powers prescribed for a bail agent, bail enforcement agent or bail solicitor under the provisions of this chapter, unless that person is qualified and licensed as provided in this chapter. The commissioner may, after notice and opportunity to be heard, impose an administrative fine of not more than \$1,000 for each act or violation of the provisions of this subsection.

Collateral Account and County Clerk Filings: If you have applied for an independent bail agent license you must provide evidence of your collateral account and documentation indicating the counties that you have filed your Power's in. This information must be provided to the Division within 10 days of receiving your license and immediately upon filing with any County Clerks Office. <http://www.leg.state.nv.us/NRS/NRS-697.html#NRS697Sec320>

Fictitious names: The Division must approve the use of a fictitious name prior to the name filing with the county clerk's office, DOC 327B. After approval from the Division, provide a "filed" copy of the fictitious name form filed with the Nevada County Clerk. DBA's may only be used by the licensee and must be listed together with the licensee's true name for advertising purposes.

The M-8A and M-8C have been provided in the licensing packet for your convenience. If you have an early surrender of a defendant the **M-8C must be provided to the Division with 10 days of surrender.**

The **M-8A** is information pertaining to the requirement in regards to records maintenance and must be maintained in your files. You are not required to mail the M8A form to the Division.