

HOW TO RENEW AN EXPIRED CALIFORNIA BAIL AGENT LICENSE

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If you do not submit your renewal fees and complete six hours of approved continuing education before your license expires (renewal form and fees postmarked no later than the last day of your current license period and all continuing education courses fully completed no later than 11:59:59 PM on the last day of your current license period), then your license to transact bail is expired. You may no longer transact bail until you receive a new license from the California Dept. of Insurance (CDI).

Below is an explanation of the requirements to renew an expired bail license. The definitive authority for this process is the Producer Licensing Bureau of the Dept. of Insurance. If you have any questions, please contact them directly at 916-492-3035. If you leave a message our experience is that they will return your call within one business day. The staff of this Bureau are all very helpful and willing to answer your questions and help you resolve any problems you may have. Of course, realize that while they do want to help you, just like you they must comply with the Insurance Code and the insurance regulations found in the Administrative Code.

Renewing an expired bail license is complicated, lengthy, and expensive. Here is a link to a chart that explains the different license renewal scenarios:

<http://www.bailce.com/bailrenewalflowchart.pdf>

IF YOUR LICENSE HAS BEEN EXPIRED FOR LESS THAN A YEAR

You will have to complete the following forms and send to CDI along with indicated fees (\$426 as of January 1, 2011):

1. Form 431.1 is the Application for a Bail License. You complete and sign this form. Include the required photographs. Click on this link to open this form:

<http://www.insurance.ca.gov/0200-industry/0050-renew-license/0200-requirements/upload/LIC4311AppBailInd1209.pdf>

2. Form 437.23 is the Bail Agent Action Notice. It must be signed by the authorized representative of your insurer appointing you to undertake bail as their agent. If you have more than one surety on file with CDI, submit one of these forms for each surety. If you have more than one surety on file but one or more is no longer active, submit this completed form terminating the appointment signed by the representative of the terminating insurer. (If you do not submit one of these forms for each surety on file, your application will be delayed until all forms are submitted). Click on this link to open this form:

<http://www.insurance.ca.gov/0200-industry/0050-renew-license/0200-requirements/upload/LIC43723BailAN.pdf>

3. Form 438 is the Action Notice of Employing a Bail agent. It must be signed by your employer and by you. Click on this link to open this form:

<http://www.insurance.ca.gov/0200-industry/0050-renew-license/0200-requirements/upload/LIC438BailANStmt.pdf>

If you do not have an active bond, you will also have to complete this form:

All of these forms can be filled out online and printed, but you cannot submit them to the Dept. of Insurance online. You must mail all of the required forms and payment to:

California Dept. of Insurance
Producer Licensing Bureau
P.O. Box 1139
Sacramento, CA 95812-1139

IF YOUR LICENSE HAS BEEN EXPIRED FOR MORE THAN A YEAR

If your license has been expired for more than one year, you must essentially apply for a new license. To obtain a new bail agent license, you will have to complete all of the forms listed above plus:

1. Complete a new 12 hour Pre-Licensing class (not required if your last prelicense course was completed less than three years ago)
2. Take and pass the Bail Agent examination
3. Have your fingerprints taken
4. Submit application and examination fees (\$468 as of January 1, 2011)

GENERAL RULES FOR SUBMITTING APPLICATIONS

As always, whenever submitting documents to the Dept. of Insurance, to avoid delays or problems please do the following:

1. Have someone else proof your completed forms before sending. Be sure all requested information is included and there are no typos or misspellings. Check your license information in the CDI database and make sure you use the correct name and license number that are on file with CDI. You can check your license information in the CDI database by clicking on this link:

<http://www.insurance.ca.gov/0200-industry/0070-check-license-status/index.cfm>

2. Make copies of everything before sending anything.
3. Write your license number on your check or money order.
4. Consider purchasing a receipt of delivery from the postal service. The postal service can advise you of the different options and costs.

Understand that there is always a backlog in getting applications processed. Even if you submit a perfect renewal package, it may take 3 or 4 weeks (or more) for your application to be processed, approved, and a new license returned to you. The Dept. of Insurance posts a page with their processing backlog, and updates it weekly. You can see the current processing backlog by clicking on this link:

<http://www.insurance.ca.gov/0200-industry/0050-renew-license/0700-status/>