

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 July 1 (renewal form and fees postmarked no later than June 30 and all courses fully completed no later than 11:59:59 PM on June 30), 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:

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/LIC4311AppBailInd.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 If you have more than one surety on file but one or more is no longer active, submit this completed form terminating the appointment signed by the representative of the terminating insurer.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:

4. Form 437-9 is the Bond Of Bail Agent. This form must be completed and signed by the surety that issues your bond. Click here to open this form:

<http://www.insurance.ca.gov/0200-industry/0050-renew-license/0200-requirements/upload/LIC4379BailAgtBond.pdf>

The fee for renewing an expired license is currently \$454.00.

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

In addition to all of the forms listed above, if your license has been expired for more than a year and your prelicensing class was completed more than three years ago, you will also have to:

1. Complete a new 12 hour Pre-Licensing class
2. Take and pass the Bail Agent examination
3. Have your fingerprints taken
4. Submit application and examination fees, currently \$272

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 is 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/>