

**-READ CAREFULLY**



## **INSTRUCTIONS**

### **FOR APPLYING FOR BONDSMAN LICENSE**

1. File the completed form B-10 (Bail Bondsman Application) and form B-12 (Personal Reference Sheet) accompanied by (1) Arkansas State Police Record Check authorization. Please have the Company you are going to represent forward all paperwork to the Board, including form B-11 (Company Statement), Qualifying Power of Attorney, specimen Power of Attorney, and the \$100 license fee with your application.

**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

- **APPLICANTS MUST BE FINGERPRINTED AFTER RECEIVING TRANSACTION NUMBER FROM BOARD AT THE ARKANSAS STATE POLICE HEADQUARTERS.**
- **DO NOT SEND PAYMENT FOR A BACKGROUND CHECK; IT IS THE BOARD'S DUTY TO FUND AND SUBMIT THE NECESSARY BACKGROUND-CHECK INFORMATION TO THE ARK. STATE POLICE.**

2. Upon submitting all required material as outlined in 1 of this instruction sheet, a background investigation through the Arkansas State Police and the FBI record check will be conducted.

3. All applicants must attend an 8 hour Beginning Education course offered by an approved education provider You may visit the WEB SITE [bailbondsmen.arkansas.gov](http://bailbondsmen.arkansas.gov) for list of providers.

4. Submit written or faxed request for the date you would like to take the test at any time prior to the return of the State Police and FBI Record Check.

The **\$25.00 non-refundable examination fee must be paid before the examination is given.**

5. All applicants will be notified of their test score by mail within one week of the test date. *Please do not call the office to obtain your test scores; you will be refused.* The applicant will be tentatively approved by the APBBLB board pending the return of the FBI record check. Upon return of the FBI record check (assuming no disqualifying convictions), the applicant will be licensed. If you fail the examination, you may call the Board to schedule another test date. ***THERE IS A \$15.00 NON-REFUNDABLE FEE FOR RETESTING. If you twice fail the examination, a waiting period of up to 8 weeks may be assessed.***

6. License will be mailed to the company owner after steps 1-5 above have been completed. No exceptions will be made.

7. Your eligibility for licensing will expire one year from the date you pass the examination. If you are not licensed within that one-year period, you will be required to begin the application process anew and submit a new application.

8. Acceptable means of payment of fees include: cashier's check, money order, or business check of the bond company you will be licensed through, made payable to the Arkansas Professional Bail Bondsman Licensing Board. **PERSONAL CHECKS OR CASH WILL NOT BE ACCEPTED.**

9. Study material for the bail bond examination is available from the Board at a cost of \$25.00 payable in advance with a **written request** (be sure to provide a return address). *Personal checks and cash not accepted. See #9 above.*

**PLEASE NOTE: YOUR APPLICATION MUST BE ON FILE BEFORE TESTING**

- **EXAMINATIONS ARE GIVEN ON THE 2<sup>ND</sup> AND 4<sup>TH</sup> TUESDAY AND THURSDAY OF EACH MONTH AT 10:00 A.M. OR 1:00 P.M.**
- **WRITTEN EXAMS ARE GIVEN THE 2<sup>ND</sup> AND 4<sup>TH</sup> WEDNESDAYS AT 10:00 A.M.**
- **YOU MUST SCHEDULE AN EXAMINATION; IF YOU ARE NOT SCHEDULED, YOU WILL BE DISMISSED.**
- **ALL FEES MUST BE PAID IN ADVANCE. NO PERSONAL CHECKS OR CASH ACCEPTED. MONEY ORDERS OR CASHIERS CHECKS ARE ACCEPTABLE.**
- **NO PAGERS, CELL PHONES OR ELECTRONIC DEVICES WILL BE PERMITTED IN THE EXAM AREA.**
- **NO HANDBAGS, PURSES OR BOOKBAGS ARE PERMITTED IN THE EXAM AREA.**