

# APBBLB



Arkansas Professional Bail Bond Company and Professional Bail Bondsman Licensing Board

October 3, 2022

All Professional Bail Bond Licenses issued under Arkansas Code Ann. §17-19-101 et. seq. expire December 31, 2022. To renew by January 1, 2023, renewal applications, financial statements, and licensing fees must be received no later than December 1, 2022.

Pursuant to Rule & Regulation 1, Section 18, renewal applications received after December 1 will be processed; however, beginning December 2<sup>nd</sup> and continuing through December 31, a penalty of one hundred dollars (\$100) per day will be assessed until the packet is received. Renewal applications received after December 15, but prior to December 31, will be processed on the corresponding day in January 2023. (Example: Renewal packet received December 16, 2022 will be processed on January 16, 2023) No bonds shall be issued after December 31 until the new license is issued and received by the bond company/bondsman.

**Renewal applications received after December 31, 2022 will be treated as applications for a new license and the applicant will be required to complete the entire licensing process.**

**Applications will be returned** if errors are found, or **if all questions are not answered**. Items *9a and 9b* must agree with *9c* on the Professional Bail Bond Company License Renewal Application REN B-1. In addition, *item 10a* must agree with the *Quarterly Reports* submitted for the period. **Packets returned will be processed in the order they are re-submitted.**

Pursuant to Rule & Regulation 1, Section 36, **companies are required to retain all records for a period of five (5) years**; therefore, *anything necessary for the preparation of your company's renewal application should be available in your office.* **Do not call the Board office for information from, or copies of, documents previously submitted by you.**

Companies shall **submit the following forms** for renewal of a **Company License**:

- |    |                             |  |
|----|-----------------------------|--|
| 1. | Form REN B-1                | Company Renewal Application                          |
| 2. | Form REN B-2A               | Officer/Director/Shareholder Information Sheet       |
| 3. | Form REN B-2B               | Business Locations Displaying Advertising            |
| 4. | AR920070Z                   | Identification Bureau Individual Record Check        |
| 5. | FBI Release Form 2 Pages    | Privacy Requirement 2 forms                          |
| 6. | <b>CD or Line of Credit</b> | <b>CD or Letter of Credit with Assignment Letter</b> |

The following forms must be **submitted for each Bondsman:**

1. Form REN B-3 Bondsman Renewal Application Identification Bureau
2. AR920070Z Individual Record Check
3. Power of Attorney only if power changes New Power of Attorney only if power changes
4. FBI Release Forms 2 Pages FBI Record Check Release Forms (2 Pages) must be signed
5. Continuing Education Certificate Certificate from one of the Continuing Education Providers

**Submit all documents at the same time.** Failure to submit the renewal applications so that licenses can be issued by December 31, 2022, will result in the bond company/ bondsman not being able to conduct bail bond business until the 2023 licenses have been issued. **Renewal application for bondsman received after December 31<sup>st</sup> will be treated as applications for initial licensing and the applicant will have to complete the entire licensing process.**

All professional bail bond companies must include a renewal fee of \$1,000, which includes the fee for the professional bail bond company and one (1) licensed professional bail bondsman. There is a license renewal fee of \$100 for each additional professional bail bondsman.

Please enclose a cashier's check, money order or company check made payable to the Arkansas Professional Bail Bondsman Licensing Board. **PERSONAL CHECKS WILL NOT BE ACCEPTED.**

**If your company is incorporated, a certificate of good standing from the Secretary of State must be provided.** Also, any amended articles of incorporation bearing the seal of the Secretary of State which have not been filed with the Board must be submitted.

***ALL COMPANIES MUST SUBMIT A FINANCIAL BALANCE SHEET LISTING ASSETS, LIABILITIES AND NET WORTH. THIS IS NOT A CERTIFIED PUBLIC ACCOUNTANT STATEMENT.***

Sincerely,

Randy Murray

**2023**  
**RENEWAL APPLICATION FORM B-3**  
**PROFESSIONAL BAIL BONDSMAN LICENSE**

COMPANY CODE & LICENSE # -

I, the undersigned, hereby apply for renewal of the license specified below and submit the following information.

1. Name     
Last First Middle

2. A. BUSINESS       
Street City State Zip Phone

B. RESIDENCE       
Street City State Zip Phone

3. Have you been arrested or been a defendant in court during the last two (2) years? If yes, give complete details, including the court and state where proceeding were held, dates and disposition.

(Attach additional page if necessary)

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I hereby certify that I have not been arrested or been a defendant in court during the last Initials two (2) years.

4. List any elected, appointed or employee position you hold with a city, township, county, state, or federal agency or law enforcement agency, whether you receive compensation or not.

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5. List any full or part-time position held with any business or entity other than the bond company you are renewing with.

COMPANY/FIRM	POSITION	DATE EMPLOYED
<input type="text"/>	<input type="text"/>	<input type="text"/>

**ATTACH CONTINUING EDUCATION CERTIFICATE**

I hereby certify that the foregoing is a true and accurate statement.

Signed: \_\_\_\_\_  
Applicant



ARKANSAS STATE POLICE

ASP-122 (Rev. 09/07)

Identification Bureau
Individual Record Check Form

Full Name: First Middle Last Name Maiden/Other

Date of Birth: (Month/Day/Year) State of Birth: Race: Sex:

Social Security #: Driver's License #: State

Mailing Address: Street City State ZIP

Daytime Phone #: Job title/position

I GIVE MY CONSENT FOR THE ARKANSAS STATE POLICE TO CONDUCT A CRIMINAL RECORD SEARCH ON MYSELF AND RELEASE ANY RESULTS TO THE FOLLOWING PERSON OR ENTITY:

Name: Arkansas Professional Bail Bondsman Licensing Board (First/MI/Last Name) or Full Name of Agency

Mailing Address: 900 West Capitol Ste. 400 Little Rock Arkansas 72201
Street City State ZIP

Signature: (First/MI/Last Name) Date: (Month/Day/Year)

(NO REQUEST WILL BE PROCESSED WITHOUT A NOTARIZED SIGNATURE)

STATE OF

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COUNTY OF

Subscribed and sworn before me, a Notary Public, in and for the county and state

aforsaid, this the day of , 20 .

Notary Public

## AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.<sup>2</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

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Applicants Signature

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Date

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/ corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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Applicants Signature

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Date

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

APPENDIX D

(COMPANY NAME AND ADDRESS TO BE INSERTED)

[Redacted address lines]

No. [ ] [ ]

QUALIFYING POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That [Redacted] having its principal office at [Redacted] does hereby make, constitute and appoint [Redacted], with limited authority, its true and lawful Agent and Attorney-in-Fact, with full power and authority hereby conferred to sign, execute, acknowledge, and deliver for and on its behalf as Surety, subject to the limitations herein set forth, any and all papers and documents necessary or incidental to making of Bail Bonds in Judicial Proceedings, whether criminal or civil; appeal bonds or any other kind of appearance bond in any State Court, County Court or District Court, not to exceed the amount of

[Redacted amount box]

for any and all bail bonds and recognizances, provided that the said Attorney-in-Fact shall attach to every bond or undertaking a separate numbered Power of Attorney designating his authority; otherwise, said bond or undertaking shall be deemed null and void. A specimen copy of said separate numbered Power of Attorney is attached hereto.

The acknowledgment and execution of any such documentation by the said Attorney-in-Fact shall be binding upon this Company.

IN WITNESS WHEREOF, The said [Redacted] has caused these presents to be executed by [Redacted] this [ ] day of [Redacted], 20[ ]

[Redacted signature line]

(Name of Company)

[Redacted signature line]

(Corporate Officer, Partner or Proprietor)

State of Arkansas

County of [Redacted] } ss

On this [ ] day of [Redacted], 20[ ], before me, a Notary Public, personally appeared [Redacted], who being by me duly sworn, acknowledged that he/she signed the above Powers of Attorney as Authorized Representative of the said [Redacted] and acknowledged said instruments to be the voluntary act and deed of said Company.

My Commission Expires:

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\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Agent/Attorney-in-Fact