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## ***Surety Bail Bond Business Entity Initial License Application Checklist***

### **All Applicants:**

- Non-refundable filing fee of \$150.00. [ORC section 3905.85(B)(4)(a)]  
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed surety bail bond application form:
  - [Online Application](#)
  - Paper Application ([Form INS3252](#))
- Name of each partner, officer or member of the entity.
- Name of each employee designated to act as a surety bail bond agent for the entity.

### **Additional Requirements for RESIDENT Applicants:**

- Resident business entity applicants must be registered and in good standing with the Ohio Secretary of State before applying for a license. Contact the Ohio Secretary of State at (877) 767-6446 or [www.sos.state.oh.us](http://www.sos.state.oh.us) for registration requirements. [OAC section 3901-5-09(H)(1)(c)]

### **Additional Requirements for NONRESIDENT Applicants:**

- Must have an active surety bail bond license, or equivalent, in home state.
- If required, non-resident business entities should register with the Ohio Secretary of State before doing business in Ohio. Contact the Ohio Secretary of State at (877) 767-6446 or [www.sos.state.oh.us](http://www.sos.state.oh.us) for registration requirements. [OAC section 3901-5-09(I)(5)]

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS  
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**