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## ***Surety Bail Bond Individual Initial License Application Checklist***

The following is an examination and licensing procedure checklist for the Ohio surety bail bond agent. For more information regarding exam reservations, or for directions to a testing center, please contact Prometric at **877-346-4014** or [www.prometric.com/ohio](http://www.prometric.com/ohio). For more information regarding the application process, please contact the License Division of the Ohio Department of Insurance at **614-644-2665**.

### **Application Requirements for [RESIDENT](#) Applicants:**

- Review Ohio Department of Insurance [Licensing Information Bulletin](#).
- Complete Surety Bail Bond [Pre-Licensing Education](#) from an Ohio approved [pre-license education provider](#).
- Complete [Criminal Background Check](#) (BCI & FBI).
- Schedule Surety Bail Bond [Examination](#) with Prometric. You may schedule your examination by mail, fax, phone or online. Contact Prometric at 877-346-4014 or at [www.prometric.com/ohio](http://www.prometric.com/ohio).
- Successfully pass Surety Bail Bond examination.
- Complete online Surety Bail Bond [application](#) only **AFTER** successfully passing examination.
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).
- Pay non-refundable filing fee of \$150.00.

### **Application Requirements for [NON-RESIDENT](#) Applicants:**

- Must have an active Surety Bail Bond license in home state.
- Complete online Surety Bail Bond [application](#).
- Submit any necessary supporting documents to the Department or [NIPR Attachment Warehouse](#).
- Pay non-refundable filing fee of \$150.00.
- Must have an active license in home state for the same Lines of Authority.

### **Application Requirements for [ALL](#) Surety Bail Bond Applicants:**

- After license is issued, contact Prometric to obtain a [photo-bearing Surety Bail Bond ID card](#).
- A newly licensed Surety Bail Bond agent shall not execute or deliver a bond during the first one hundred and eighty days after the license is initially issued.

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