



STATE OF WEST VIRGINIA

## Offices of the Insurance Commissioner

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Insurance Commissioner

### How To Become a West Virginia Licensed Bail Bondsman July 26, 2022

To apply to become a West Virginia licensed bail bondsman, you must complete the following requirements in the order shown. Note that individuals applying to become a **professional bondsman** may skip Step 1 and proceed to Step 2.

1. If applying as a **surety bondsman**, you must complete the following:

- Pre-licensing education requirement of 20 hours per each line of authority for property and casualty. The following is a link to our approved pre-licensing provider list look-up where you can find a certified provider. Please choose approved providers, West Virginia, and then pre-licensing under education type.

<https://www.sircon.com/ComplianceExpress/NonSscrEducation/index.jsp?nonSscr=Y&sscrbid=9999>

- After completing the pre-licensing course, surety bondsman applicants may take the West Virginia property and casualty examination. Please take a copy of your proof of completion regarding the pre-licensing course to the test center. Note that you will not be able to sit for the insurance exam without proof of pre-licensing course completion. Pre-licensing course completions are valid for six months currently due to the Covid-19 emergency.
- Please review the Insurance Licensing Examination Candidate Handbook. The handbook describes how, when and where to apply for the producer examination. The handbook can be viewed at the following link:

<https://www.wvinsurance.gov/LinkClick.aspx?fileticket=LZ5j1pc4ELI%3d&tabid=306&portalid=0&mid=843>

- After taking the examination, you will be given an exam score. The exam score will be sent to the West Virginia Offices of the Insurance Commissioner automatically. If you fail the exam, you may choose to reschedule at any time; however, **there is an eight-test limit per lifetime of the individual pursuant to W. Va. Code §33-12-5.**



- To apply as an insurance producer with a property and casualty line of authority, please visit the following link:

[www.nipr.com](http://www.nipr.com)

2. Both surety and professional bondsman applicants must be fingerprinted at initial application and at each two-year renewal. Each applicant must schedule an appointment to submit your fingerprints using Identogo. Please visit [identogo.com](http://identogo.com) or call 1-855-766-7746. Please read the important information regarding the fingerprint process at the following link:

<https://uenroll.identogo.com/>

- **IMPORTANT:** The West Virginia Offices of the Insurance Commissioner service code to utilize for fingerprints is **228NS5**. You must report this service code when submitting your fingerprints or the West Virginia Offices of the Insurance Commissioner will not be able to view the results of your fingerprint records.
3. After fingerprint records have been completed, please submit the individual producer uniform application and the West Virginia state supplemental application.

- A link to the NAIC uniform application is available at the following link:

[Uniform producer application - FBI privacy act 2022.pdf](#)

- A link to the West Virginia state supplemental application is available at the following link:

[Supplemental Application.pdf](#)

- Important notes to assist in the completion of the supplemental application are as follows:
  - Form A (Bail Bondsman Affidavit) must be completed by both professional and surety bondsmen. Note that your signature on Form A must be notarized.
  - Form B (Employees Engaged in the Bonding Business) must be completed by an applicant who is an owner of a bail bonding business and employs individuals who issue bail bonds. Note that any individual who issues bail bonds must first be appropriately licensed as bail bondsman by the West Virginia Offices of the Insurance Commissioner.

- A completed form substantially similar to Form C must be submitted by a professional bondsman who intends to use an Irrevocable Letter of Credit as security for issuing bail bonds. Note that the Irrevocable Letter of Credit must be on the financial institution's letterhead. Form D (Power of Attorney) must also be completed and submitted by this applicant. Note that your signature on Form D must be notarized.
- Form D (Power of Attorney) must be completed and submitted by a professional bondsman who intends to use cash as security for issuing bail bonds. Note that your signature on Form D must be notarized. Please further note that cash is acceptable when it is presented in the form of a personal check, business check, money order, or cashier's check made payable to the West Virginia Offices of the Insurance Commissioner and is in an amount of the pledged securities.
- For professional bondsmen who intend to use real estate as security for issuing bail bonds, Forms D, E and F must be submitted. Note that your signature on Form D must be notarized. Please further note that Form F must be completed by your attorney.
- Both professional bondsmen and surety bondsmen must complete Form G (FBI Privacy Act Statement).

Please note the West Virginia Offices of the Insurance Commissioner can assist in the completion of the applications. If you have questions, you may send an email to [oicbailbondsmen@wv.gov](mailto:oicbailbondsmen@wv.gov), call 304-558-0610, or schedule an in-person appointment by calling 304-558-0610.