Instructions to Complete an Agent Transfer

1. Confirm the company the agent is transferring to has a current **active** license. If the company does not have a current active license a transfer cannot be completed.

2. First the new company must complete an **Agent Transfer Request** form in the licensing system under the **company account**. Click the link provided, locate the **Agent Transfer Request** form, and sign-in to the licensing system with the **Company's Account Credentials**. This application will NOT charge the transfer fee, that will be in another step.
    a. Company Forms: https://labor.arkansas.gov/licensing/professional-bail-bondsman-licensing-board/forms/

3. Once the Agent Transfer Request form is complete wait for it to be approved by the board staff. The application status will appear as PENDING until it is approved.

4. After the Agent Transfer Request is approved **and** the agent's old license is **voided**, the board staff will change the agent's account email address to the new company email address and provide the new company with the agent's account credentials. **DO NOT create a new account for the agent.**
    a. You may contact the board at ***bail.bondsman@arkansas.gov*** or ***501-682-9050*** if you do not receive the required credentials.

5. Next the new company will complete an **Agent License Application** in the licensing system under the **agent account**. Go to the link provided, locate the **Agent License Application**, and sign-in to the licensing system using the **Agent's Account Credentials**. This application will charge a transfer fee.
    a. Agent Forms: https://labor.arkansas.gov/licensing/professional-bail-bondsman-licensing-board/forms/

6. After completing the **Agent License Application,** wait for it to be approved by the board staff. The application status will appear as PENDING until it is approved.

7. Once the Agent License Application is approved the transfer is complete and the agent now has a license. The board staff will mail a license card to the address provided by the new affiliated company on the license application.