ARKANSAS PROFESSIONAL BAIL BONDSMAN LICENSING BOARD

Instructions for Applying for a Bail Bondsman License

IMPORTANT NOTICE

All applications for an Arkansas Bail Bondsman License must be submitted through the **Regulatory Licensing and Permitting Platform (RLP)**.

Applicants must complete the online application and upload all required supporting forms and documentation directly into their RLP application. Unless specifically requested by the Arkansas Professional Bail Bondsman Licensing Board, paper copies should not be mailed to the Board.

Before beginning your application, ensure all required forms have been completed and are available in electronic format (PDF preferred) for upload into RLP.

APPLICATION CHECKLIST

The following documents are required and must be uploaded to your RLP application:

1. Bail Bondsman Application (Form B-10)
2. Personal Reference Sheet (Form B-12)
3. Arkansas State Police Record Check Authorization Form (ASP-122)
4. Beginning Education Course Verification signed by the provider
5. Company Statement (Form B-11)
6. Qualifying Power of Attorney
7. Specimen Power of Attorney, if required by the sponsoring company
8. FBI Record Check Release Forms
9. Certification of Application Review Form
10. One-hundred dollar ($100.00) licensing fee (note: one agent license is included with a company license application) and non-refundable Twenty-five dollar ($25.00) examination fee

Incomplete applications may be delayed, denied processing, or returned for correction.

APPLICATION PROCEDURES

STEP 1: COMPLETE AND SUBMIT YOUR APPLICATION

Create or log in to your account in the Regulatory Licensing and Permitting Platform (RLP).

Complete all required application fields and upload all supporting forms and documentation listed above.

Review your application carefully before submitting it.

Applications will not proceed to review until all required documents have been received.

STEP 2: BACKGROUND INVESTIGATION

After all required application materials have been submitted through RLP, a background investigation through the Arkansas State Police and an FBI records check will be conducted.

Applicants must follow all instructions provided by the Board concerning fingerprinting and criminal history record checks.

Do not submit payment for the background check unless specifically instructed to do so by the Board. The Board will coordinate the submission of required background check information.

STEP 3: REQUIRED EDUCATION

All applicants must complete an eight-hour Beginning Education course offered by an approved education provider.

Proof of course completion must be uploaded to the RLP application.

STEP 4: EXAMINATION REQUEST

Once you've met the application requirements, submit your examination request as directed by the Board through RLP or another Board-approved method.

The examination fee must be paid before an examination is administered.

Study material for the bail bond examination is available from the Board at a cost of $25.00 payable in advance with a **written request** (be sure to provide a return address). Personal checks and cash are not accepted.

PLEASE NOTE: YOUR APPLICATION MUST BE ON FILE BEFORE TESTING

- Examinations are given on the 2nd and 4th Tuesday and Thursday of each month at 10:00 a.m. or 1:00 p.m.
- Written exams are given on the 2nd and 4th Wednesdays at 10:00 a.m.
- You must schedule an examination; if you are not scheduled, you will be dismissed.
- All fees must be paid in advance.
- No pagers, cell phones or electronic devices will be permitted in the exam area.
- No handbags, purses or bookbags are permitted in the exam area.

STEP 5: EXAMINATION RESULTS

Applicants will be notified of examination results after testing. Please follow instructions provided by the Board regarding score notifications and next steps.

If you fail the examination, you may request to schedule another examination and pay any applicable retesting fee established by the Board. If you fail the examination twice, a waiting period of up to 8 weeks may be assessed.

STEP 6: PAYMENT OF FEES

All required fees must be paid using payment methods approved within the Regulatory Licensing and Permitting Platform (RLP), unless otherwise directed by the Board.

Applicants should follow all payment instructions provided during the online application process.

STEP 7: LICENSE ELIGIBILITY PERIOD

Eligibility for licensure expires one year from the date the applicant passes the examination.

Applicants who are not licensed within one year may be required to begin the application process again and submit a new application.

STEP 8: LICENSE ISSUANCE

Upon successful completion of all licensing requirements, including examination and background review, the Board will issue the license in accordance with its standard procedures.

IMPORTANT INFORMATION REGARDING DOCUMENT UPLOADS

All forms included in the application packet are supporting documents for the online licensing application.

Applicants are responsible for:

- Completing all required forms.
- Obtaining all required signatures.
- Uploading clear and legible copies to RLP.
- Retaining copies of submitted documents for their records.
- Responding promptly to requests for additional information.

Failure to upload all required documents may delay the review and approval of the application.

QUESTIONS OR ASSISTANCE

For questions contact the Arkansas Professional Bail Bondsman Licensing Board.

Address: 900 West Capitol, Little Rock, AR 72201
Phone: 501-682-9050

NOTICE TO APPLICANTS: Effective immediately, all Bail Bondsman license applications and supporting documentation must be submitted electronically through the Regulatory Licensing and Permitting Platform (RLP). Do not mail paper copies unless specifically requested by the Board.