ARKANSAS PROFESSIONAL BAIL BONDSMAN LICENSING BOARD

Instructions for Applying for a Professional Bail Bond Company License

IMPORTANT NOTICE

All applications for an Arkansas Professional Bail Bond Company 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 and supporting documentation 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. Professional Bail Bond Company Application (Form B-1)
2. For each owner, stockholder, member, or partner
    a) Information Sheet (Form B-1A)
    b) Arkansas State Police Record Check Authorization Form (ASP-122)
    c) Electronic fingerprinting documentation
    d) Financial statements
3. Proof of payment of the most recent annual franchise tax paid to the Secretary of State (corporations only)
4. Irrevocable Letter of Credit (Appendix F) or Certificate of Deposit meeting board requirements
5. Company financial statement prepared in accordance with applicable accounting standards
6. Any additional documentation required by the Board
7. Twenty-five hundred dollar ($2,500.00) licensing 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

All applicable owners, stockholders, members, or partners must complete the required criminal history background review process.

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

Do not submit fingerprinting or background check materials until instructed by the Board or RLP application process.

STEP 3: FINANCIAL REVIEW

The Board will review all financial documentation submitted with the application, including:

- Financial statements on all owners, stockholders, members or partners.
- Company financial statement prepared in accordance with standards established by the American Institute of Certified Public Accountants to establish the amount of unsecured bond commitment permitted for the professional bail bond company. The financial statement must be a review or audit if “net worth” is to be utilized in calculation of unsecured bond commitment according to Ark. Code Ann. §17-19-304.
- Letter of credit from an Arkansas chartered bank or a certificate of deposit in the minimum amount of Two Hundred Fifty Thousand dollars ($250,000.00). The letter of credit must conform exactly to the form prescribed by the Board. (Appendix F). **If the certificate of deposit or assets securing the irrevocable letter of credit are not assets of the professional bail bond company, whether a corporation, partnership or sole**

proprietorship, the ownership of such assets and any agreements, whether written or verbal, between the owner of such assets and the bond company and/or its owners must be disclosed.

- Other required financial security documents

Additional documentation may be requested during the review process.

STEP 4: PAYMENT OF FEES

At the time of application, the required company license application fee must be paid through approved payment methods available in RLP, unless otherwise directed by the Board.

STEP 5: LICENSE ISSUANCE

Upon successful completion of all licensing requirements and Board review, the Bail Bond Company License will be issued in accordance with Board 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 Avenue, Little Rock, AR 72201
Phone: 501-682-9050

NOTICE TO APPLICANTS: Effective immediately, all Professional Bail Bond Company 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.