

**ARKANSAS PROFESSIONAL
Bail Bondsman Licensing Board
INSTRUCTIONS FOR APPLYING FOR BONDSMAN LICENSE**

1. File with the Board completed form B-10 (Bail Bondsman Application) and form B-12 (Personal Reference Sheet) accompanied by (1) Arkansas State Police Record Check authorization, (2) completed blue identification fingerprint cards.
 - **APPLICANTS MUST BE FINGERPRINTED AT THE POLICE DEPT BY THE LOCAL POLICE, SHERIFF, ARK. STATE POLICE OR OTHER LAW ENFORCEMENT OFFICIALS.**
 - **YOU MUST BE FINGERPRINTED ONLY ON THE ENCLOSED FINGERPRINT CARDS.**
 - **DO NOT BEND, FOLD, OR HOLE-PUNCH THE FINGERPRINT CARDS.**
 - **DO NOT SUBMIT THE FBI FINGERPRINT CARDS OR THE ARK. STATE POLICE RECORD CHECK FORM DIRECTLY TO THE ARK. STATE POLICE. SUBMIT THE COMPLETED APPLICATION INCLUDING FINGERPRINT CARDS AND RECORDS CHECK FORM TO THE LICENSING BOARD**
 - **DO NOT SEND PAYMENT FOR A BACKGROUND CHECK; IT IS THE BOARD'S DUTY TO FUND AND SUBMIT THE NECESSARY BACKGROUND CHECK INFORMATION TO THE ARK. STATE POLICE.**
2. Applications must also be accompanied by a 3"x5" head and shoulder photograph no older than 30 days (*Photograph must contain applicant only; "party" film or computer generated film will not be accepted*).
3. Upon submitting all required material as outlined in 1 and 2 of this instruction sheet, a background investigation through the Arkansas State Police and the FBI record check will be conducted. (Approximately, a 45 day process) Please have the Company you are going to represent forward all paperwork to the Board, the form B-11 (Company Statement), Qualifying Power of Attorney, specimen Power of Attorney, and the \$100 license fee with your application.
4. All applicants must attend an 8 hour Beginning Education course offered by Teresa Clark 1-479-855-6994 or 1-479-790-4961 and by Lisa Douglas 501-758-3320 or 501-843-9690 and by the [Real Estate Institute for Career Advancement](#) 1-800-404-2547 before obtaining a license. Please call in advance to schedule a course date as seating is limited. You may call the [Professional Bailbond Association](#) at (501) 758-2611 for more information.
5. Submit written or faxed request for the date you would like to take the test at any time prior to the return of the State Police and FBI Record Check. The **\$25.00 non-refundable examination fee must be paid before the examination is given.**
- * **PLEASE NOTE:**
 - **EXAMINATIONS ARE GIVEN EVERY WEDNESDAY AT 10:00 A.M.**
 - **YOU MUST SCHEDULE AN EXAMINATION; IF YOU ARE NOT SCHEDULED, YOU WILL BE DISMISSED.**
 - **YOUR APPLICATION MUST BE ON FILE BEFORE TESTING**
 - **ALL FEES MUST BE PAID IN ADVANCE. NO PERSONAL CHECKS OR CASH ACCEPTED. MONEY ORDERS OR CASHIERS CHECKS ARE ACCEPTABLE.**
 - **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.**
6. All applicants will be notified of their test score by mail within one week of the test date. *Please do not call the office to obtain your test scores; you will be refused.* The applicant will be tentatively approved by the APBBLB board pending the return of the FBI record check. Upon return of the FBI record check (assuming no disqualifying convictions) , the applicant will be licensed. If you fail the examination, you may call the Board to schedule another test date. **THERE IS A \$15.00 NON-REFUNDABLE FEE FOR RETESTING. If you twice fail the examination, a waiting period of up to 8 weeks may be assessed.**
7. **License will be mailed to the company owner after steps 1-5 above have been completed. No exceptions will be made.**
8. Your eligibility for licensing will expire one year from the date you pass the examination. If you are not licensed within that one-year period, you will be required to begin the application process anew and submit a new application.

9. Acceptable means of payment of fees include: cashier's check, money order, or business check of the bond company you will be licensed through., made payable to the Arkansas Professional Bail Bondsman Licensing Board. PERSONAL CHECKS OR CASH WILL NOT BE ACCEPTED.
10. 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 not accepted. See #9 above.*
 - **IF A \$25 PAYMENT IS SUBMITTED WITHOUT A WRITTEN REQUEST FOR STUDY MATERIAL, PAYMENT WILL BE APPLIED TO THE EXAM FEE.**
 - **IF YOU INTEND TO FILE AS A PROFESSIONAL BAIL BOND COMPANY, YOU SHOULD REQUEST A COMPANY APPLICATION PACKET.**