(Renewal Application Instructions)
Surety Bail Bond License – Individual/Business Entity

IMPORTANT

• The deadline for Surety Bail Bond license renewals (Individual/Business) is January 31, 2022.

• Licenses that are not renewed by the January 31st deadline will be cancelled. Individuals who wish to re-license after cancellation will be required to observe all the conditions of a first-time license applicant; this includes retaking the pre-licensing course and passing the bail bond licensing exam.

• Individual renewal applicants must submit to a Name/Date of Birth background criminal history check with the Department of Emergency Services and Public Protection – Division of the State Police (DESPP). DESPP will submit background results directly to the Insurance Department for review. Applicant is responsible for initiating background process with State Police in a timely manner. The Insurance Department is not responsible for background results received after the renewal deadline.

• Applicants with a disqualifying offense as enumerated under Connecticut General Statute 38a-660 will NOT be approved for renewal of their surety bail bond license.

• If a bail license renewal is approved, a license I.D. card will be accessible from the Insurance Department’s website. Plastic licenses will no longer be issued. All licenses will be printable from the website only.

Other (Assessment):

• All licensees (Individual/Business) must also pay an annual assessment of $450.00. Failure to pay the assessment fee by the January 31st deadline will result in cancellation of the license. Individuals who wish to be re-licensed will be required to observe all the conditions of a first-time license applicant; this includes retaking the pre-licensing course and passing the bail bond licensing exam.

RENEWAL APPLICATION INSTRUCTIONS:

1. Go to the National Insurance Producer Registry website (NIPR) to complete the license renewal application and submit renewal payment. https://nipr.com/licensing-center

2. Upload all supporting documentation related to any “YES” response to the NIPR document warehouse.

3. Submit a Criminal History Record Request form and payment to the Department of Emergency Services and Public Protection – Division of the State Police (DESPP).

portal.ct.gov/cid
P.O. Box 816 Hartford, CT 06142-0816
An Equal Opportunity Employer
NOTE:

Due to Covid-19 restrictions, DESPP will not accept criminal history forms in person. Please remember to fill in the highlighted sections of this document and mail to the DESPP office in Middletown as early as possible to avoid any processing delays. (see address on form)

The Insurance Department will not be responsible for any background results received after the renewal deadline.

The Department WILL NOT process any license renewal application until all the above steps have been completed and documentation is available online for Department review.

Licensees will receive an email confirmation notification once the license is renewed. Upon receipt of this notice, licensee can go to the following link to print the license card.

https://www.statebasedsystems.com/solar/index.html

Questions may be emailed to the following address: Bailbonds@CT.GOV

NIPR Bail Bond Renewal Application Instructions – Individual & Business Entity

Once on the NIPR homepage, look for the Licensing Center link on the top of the page.

- Under Licensing Center: select “renew a license”, then select “go to the online application”.
- Identify Licensee: select “individual” or “business entity”.
- Search Type: for (Individual) select “License Number”, “NPN” or “SSN”; for (Business Entity) select “License Number”, “NPN” or “FEIN”. Enter required information, read and accept user agreement, then select next.
- Authorization: if you are an Individual and sign-in with License Number or NPN you will need to enter “SSN” (last four) and “Date of Birth”, then select next. If you are a Business Entity you will go directly to User Menu.
- User Menu: verify the name being renewed within the “User Menu” bar to the right of the page, then select “Start”.
- Select Product - Product Type: select “Producer Licensing”; Application Type: select “Renewal”; Residency Type: select “Resident”; then select next.
- Select a State: select “Connecticut”, then select next.
- Select Licenses: select “Surety Bail Bonds”, then select next.
- Fee Estimate: review application fee, then select next.

Note: From this point forward, the process is self-explanatory; you will be entering biographical information and answering background questions in your application. You will have an opportunity to review your application for accuracy and you will be able to print a summary for your records.

Please be advised that your application will not be processed until all required documents are submitted, including any documents submitted in support of any “yes” response. To submit documents with your application, you will have to upload them to the NIPR Attachment Warehouse. You will receive information in a follow-up page at the end of the renewal application process, providing a link to the Attachment Warehouse instructions. Instructions are also available on the Department’s bail bond regulation page.