



STATE OF CONNECTICUT

INSURANCE DEPARTMENT

INSTRUCTIONS: NEW INDIVIDUAL SURETY BAIL BOND LICENSE APPLICATION

1. Applicant must complete an approved 25 hour pre-license education course. The list of course providers is located on the CID bail bond regulation page under the “General Information” section.
2. Upon successful completion of the education course, applicant must contact **Prometric at (800) 341-3257** to schedule a bail bond exam.
3. After receiving a passing grade on the bail bond exam, applicant must submit the following items below to the Insurance Department.
 - A. Original, completed & signed individual Surety Bail Bond License application.
 - B. One recent, passport-sized, full-faced photo.
 - C. Copy of Birth Certificate showing that you are a citizen and at least 18 years of age; or, if you are a naturalized citizen, a letter from the U.S. Citizenship & Immigration Services (USCIS) office attesting to naturalization, and evidence of age.
 - D. A credit bureau report from one of the three major credit bureaus (Experian, Trans Union, Equifax), dated within ninety days of application.
 - E. Original pre-license education completion certificate.
 - F. Original examination score report showing a passing grade.
 - G. Check payable to “Treasurer, State of Connecticut” in the amount of \$250.00 for first time applicant.

Items “A through G” above should be mailed directly to the Insurance Department:

**Connecticut Insurance Department
Fraud and Investigations Unit
P.O. Box 816,
Hartford, CT 06142-0816**

4. After submitting the above documents to the Department, submit a second passport-sized photo, along with a photocopy of the signed application and photocopy of the check, to:

**Office of the Chief State’s Attorney
Civil Litigation Bureau/Bond Forfeiture Unit
300 Corporate Place Rocky Hill, CT 06067**

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

IMPORTANT:

- All applicants for a Surety Bail Bond license must submit to a background investigation. Once the Office of the Chief State's Attorney receives a copy of the license application, they will notify you in writing with instructions for submitting your fingerprints to the Department of Emergency Services and Public Protection. The applicant is responsible for all fees incurred. Criminal history results will be returned to the Insurance Department for review. If your application is approved, a license will be issued and a photo I.D. mailed to your resident address. Due to the large volume of background requests, results can take up to four months to complete.
- Once you receive your photo I.D. license, you must obtain an appointment from an insurance company authorized to write surety bail bonds in Connecticut. A separate appointment is required from each insurance company you wish to represent. The license approval letter contains detailed information regarding the appointment process.
- Applicants with a disqualifying offense as enumerated under 38a-660 will NOT be granted a surety bail bond license.
- Bail bond licensees must adhere to several requirements under current statute. In order to familiarize yourself with the law and your obligations under such, please review the information contained in each link on the CID Bail Bonds Regulation page.
- All licensed bondsmen must pay an annual assessment of \$450.00, as well as complete a monthly certification of the number of bonds executed. Failure to do so will result in administrative sanctions.
- Questions may be emailed to the following address: Bailbonds@CT.GOV

FEES:

Surety Bail Bonds Pre-License Education Course:	\$ 600.00
Prometric Photo Fee:	\$ 20.00
Prometric Surety Bail Bond License Test:	\$ 25.00
Criminal Background Fingerprinting Fee:	\$ 15.00
Criminal Background Search:	\$ 50.00
New Surety Bail Bond License Application:	\$ 250.00
Surety Bail Bond Licensee Annual Assessment:	\$ 450.00
Surety Bail Bond License Renewal:	\$ 100.00

NOTICE:

The Department WILL NOT process your license application until ALL forms and documents have been received including the completed license application with documentation for any required explanations, completed criminal history background, and the accompanying payment.

****Any documents in response to a “yes” answer on the application must be forwarded via email or fax to: Bailbonds@CT.GOV or 860-297-3872.**

CURRENT ADDRESS:

Licensees are reminded that they are required to keep their contact information current with the Department. Failure to do so may result in delay receiving the renewed licenses and/or subject licensees to fines.

To review or update information, please use this link:

<http://www.ct.gov/cid/cwp/view.asp?a=1266&Q=405280>

Connecticut Insurance Department
Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- I. Officials must provide to the applicant written notice that his/her fingerprints will be used to check the criminal history records of the FBI.
- II. Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- III. Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- IV. Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- V. Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records:

Department of Emergency Services and Public Protection State Police Bureau of Identification
(SPBI)
1111 Country Club Road Middletown, CT 06457

Out-of-State Records: Agency of Record

OR

FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg

3 Written notification includes electronic notification, but excludes oral notification.

4 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR20.21(c),
20.33(d), 50.12(b) and 906.2(d).

NIS CT Audit Report CJISD-ITS-DOC-08140-5.5 18 I

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification by the Connecticut Insurance Department that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If you need additional information or assistance, please contact:

Connecticut Records:

Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI)

1111 Country Club Road Middletown, CT 06457

Out-of-State Records:

Agency of Record

OR

FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg

5 Written notification includes electronic notification, but excludes oral notification.

6 See 28 CFR 50.12(b).7 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Connecticut Insurance Department
Criminal History Accuracy

CRIMINAL HISTORY RECORD CHECK NOTIFICATION:

Applicants for a new surety bail bond license issued by the Connecticut Insurance Department (CID) will be subject to an FBI criminal background check by fingerprinting, which is required under CGS 38a-660(9)(e).

CHALLENGE OF INACCURATE CRIMINAL RECORD:

Note: If any information contained in the criminal history record check obtained from the fingerprints submitted by a bail bond license applicant is incorrect, the applicant may pursue correction of this information prior to the application for a license being denied by the Department.

PURSUANT TO TITLE 28, Code of Federal Regulations (CFR), Section 16.34: § 16.34 Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

[Order No. 1134-86, 51 FR 16677, May 6, 1986, as amended by Order No. 2258-99, 64 FR 52226, Sept. 28, 1999]

PROCEDURE:

If the Department has received a criminal history report which includes a disqualifying offense, the applicant will be notified and provided with an opportunity to correct any inaccurate information, prior to an initial license application being denied.

Should the bail bond license applicant dispute the information contained in the criminal history report, the applicant must notify the Department in writing, within ten (10) days of being notified by the Department. This notification must include the reason the applicant feels that the information is incorrect.

Once the Department has received this notification from the applicant, the applicant has 30 days in which to provide corrected information to the Department. Correct information shall include submission of a new set of fingerprints to the DESPP so that another criminal history record can be reviewed.

If the applicant fails to challenge and correct the information contained in the report within the stipulated timeframe, the Department will move forward with denial of the application and no further opportunity for objection shall be provided.

It should be noted that the Department is not responsible for updating or correcting the disputed information. Further, this challenge only applies to the accuracy of the information contained in the criminal record, and does not provide for disputing a denial based on a legitimate disqualifying offense. Any appeals to a denial based on undisputed disqualifying offenses, must still follow the appeals process as explained under Connecticut General Statutes 38a-774 & 38a-660 inclusive.

If you have additional questions about this process, please contact the Department at Bailbonds@CT.GOV

Connecticut Surety Bail Bond Initial License Application

LAST NAME:

FIRST NAME:

MIDDLE:

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

U.S. CITIZEN: YES

NO

APPLICANT'S REGULAR MAILING ADDRESS:

APPLICANT'S PHONE NUMBER:

HOME ADDRESS:

BUSINESS NAME:

BUSINESS ADDRESS:

BUSINESS WEBSITE ADDRESS: (If no website enter "NONE")

BUSINESS EMAIL ADDRESS:

BUSINESS PHONE NUMBER:

NAME OF GENERAL AGENT: (If no general agent enter "NONE")

QUESTIONS:

1. Have you ever been convicted of, or are you currently charged with, committing a crime, whether or not adjudication was withheld? "Crime" includes a misdemeanor, felony or military offense. You may exclude misdemeanor traffic citations and juvenile offenses. "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or having been given probation, a suspended sentence or a fine.

Yes

No

If you answer "yes," the following documents **MUST** be forwarded to the Department via email or fax:

- a) A written statement explaining the circumstances of each incident,
- b) A copy of the charging document, and
- c) A copy of the official document which demonstrates the resolution of the charges or any final judgment.

2. Have you or any business in which you were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license?

Yes

No

If you answer "yes," the following documents must be forwarded to the Department via email or fax:

- a) A written statement identifying the type of license and explaining the circumstances of each incident,
- b) A copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) A copy of the official document, which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding?

Yes

No

If you answer "yes," the following documents must be forwarded to the Department via email or fax :

- a) A written statement summarizing the details of the indebtedness and arrangements for repayment,

- b) A copy of the official document which demonstrates the resolution of the charges or any final judgment.

*An example would be a discharge of debtor document.

- 4. Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?

Yes No

If you answer “yes,” the following documents must be forwarded to the Department via email or fax:

- a) A written statement explaining the circumstances of each incident,
- b) A copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and
- c) A copy of the official document which demonstrated the resolution of the charges or any final judgment.

- 5. Have you or any business in which you are or were an owner, partner, officer or director ever had a bail bond agency contract or any other business relationship with an insurance company terminated for alleged misconduct?

Yes No

If you answer “yes,” the following documents must be forwarded to the Department via email or fax:

- a) A written statement explaining the circumstances of each incident, explaining why this incident should not prevent you from receiving an insurance license, and
- b) A copies of all relevant documents.

APPLICANT'S CERTIFICATION AND ATTESTATION

By entering my name below:

1. I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial, and may subject me to civil or criminal penalties.
2. I further certify that I grant permission to the Commissioner of Insurance to conduct a criminal record review, as well as verify information with any federal, state or local government agency, current or former employer, or insurance company.
3. I acknowledge that I understand and will comply with the insurance laws and regulations of the State of Connecticut.
4. I hereby certify that upon request, I will furnish to the Connecticut Insurance Department, certified copies of any documents attached to this application.
5. (For **NEW initial** applications) I acknowledge I understand that before the Department issues a new surety bail bond license, that I will be subject to a criminal background check by use of fingerprints submitted to the FBI. If this is a new application, I have been provided with notice of "Applicant's Privacy Rights" and the Department's disclosure regarding the process of appealing inaccurate criminal record information.
6. I certify under penalty of perjury, that I am the person named herein and I attest that I have the authority and capacity to sign this renewal questionnaire document.

Printed Name: _____ Date: _____

NOTICE: TYPED NAME IS EQUIVALENT TO SIGNATURE

E-Mail Address: