



State of
North Carolina

Bail Bond Licensing
Examination
Candidate Guide

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North Carolina Bail Bond License Types

There are three bail bond license types for which an individual may apply. You may hold one or two based on your qualifications.

- **Surety Bail Bondsman**

A surety bail bondsman is appointed by an insurer by power of attorney to execute or countersign bail bonds for the insurer in connection with judicial proceedings and receives consideration for writing the bail bonds.

- **Professional Bail Bondsman** – *Please see additional requirements for applicants**

A professional bail bondsman pledges cash or approved securities with the Commissioner as security for bail bonds written in connection with judicial proceeding and receives a bail bond premium in exchange for writing the bail bonds.

** In addition to the qualifications for all bail bond license applicants:*

- A professional bail bondsman applicant must have completed the one year supervision period requirement for new licensees pursuant to North Carolina General Statute 58-71-41(a). If a first-year licensee is unable to become employed by or contract with a new supervising bail bondsman, the first-year licensee must submit to the Department a sworn affidavit stating the relevant facts and circumstances regarding the first-year licensee's inability to find a new supervisor. The Department will review the affidavit and determine whether the first-year licensee bail bondsman will be allowed to operate as an unsupervised bail bondsman.
- Upon successful completion of the professional bail bond exam, a security deposit must be established by the applicant in a US bank authorized by the Commissioner to hold the security in an amount no less than fifteen thousand dollars (\$15,000) prior to the Professional Bondsman license issuance. (see back of handbook). The professional bail bond license will be mailed by the Department once the custodial bank confirms the deposit.

- **Bail Bond Runner**

A Bail Bond Runner is employed by a professional bail bondsman for the purpose of assisting the bondsman in presenting the defendant in court when required, assisting in the apprehension and surrender of the defendant to court, keeping the defendant under necessary surveillance, or executing bonds on behalf of the licensing bondsman when the power of attorney has been duly recorded.

North Carolina Licensing Requirements

To be licensed as a Resident Bail Bondsman/Runner

You must meet the following qualifications in accordance with North Carolina General Statute §58-71-50:

1. You must be a resident of the state of North Carolina for at least six consecutive months before making application for a bail bondsman and/or bail bond runner license.
2. You must be at least 18 years of age.
3. Have obtained a high school diploma or its equivalent
4. You must never have been convicted of a felony.
 - Pursuant to North Carolina General Statute §58-71-80(b) The Commissioner shall deny, revoke, or refuse to renew any license under this Article if the applicant or licensee is or has ever been convicted of a felony.
5. You must not have a misdemeanor drug conviction within the previous 24 months of the date of the application.
 - Pursuant to North Carolina General Statute §58-71-80(b2) The Commissioner shall deny any license under this Article if the applicant has been convicted of a misdemeanor drug violation under this Article 5 of Chapter 90 of the General Statutes within the previous 24 months of the date of the application for the license.
6. Have knowledge, training, or experience of sufficient duration and extent to provide the competence necessary to fulfill the responsibilities of a licensee.
7. Have no outstanding bail bond obligations.
8. Have no current or prior violations of Article 71 of Chapter 58 of the North Carolina General Statutes or of Article 26 of Chapter 15A of the North Carolina General Statutes.
9. Not have been in any manner disqualified under North Carolina law or any other state to engage in the bail bond business.
10. Hold a valid and current North Carolina driver's license or valid North Carolina identification card issued by the Division of Motor Vehicles.

Persons prohibited from being licensed as a Bail Bondsman and/or Bail Bond Runner

Pursuant to North Carolina General Statute §NCGS 58-71-105, the following **do not meet** the licensing qualifications:

- Sheriff, deputy sheriff, other law enforcement officer, judicial official, attorney, parole officer, probation officer, jailer, assistance jailer, employee of the General Court of Justice, nor any other public employee assigned to duties relating to the administration of the criminal justice, nor the spouse of any such person.

Reasons a Bail Bond License May Be Denied

Pursuant to North Carolina General Statute §58-71-80, a bail bond license may be denied for any of the following reasons:

§ 58-71-80 Grounds for denial, suspension, revocation or refusal to renew licenses.

- (a) The Commissioner may deny, suspend, revoke, or refuse to renew any license under this Article for any of the following causes:
 - (1) For any cause sufficient to deny, suspend, or revoke the license under any other provision of this Article.
 - (2) A conviction of any misdemeanor committed in the course of dealings under the license issued by the Commissioner.
 - (3) Material misstatement, misrepresentation or fraud in obtaining the license.
 - (4) Misappropriation, conversion or unlawful withholding of moneys belonging to insurers or others and received in the conduct of business under the license.
 - (5) Fraudulent or dishonest practices in the conduct of business under the license.
 - (6) Conviction of a crime involving moral turpitude.
 - (7) Failure to comply with or violation of the provisions of this Article or of any order, rule or regulation of the Commissioner.
 - (8) When in the judgment of the Commissioner, the licensee has in the conduct of the licensee's affairs under the license, demonstrated incompetency, financial irresponsibility, or untrustworthiness; or that the licensee is no longer in good faith carrying on the bail bond business; or that the licensee is guilty of rebating, or offering to rebate, or offering to divide the premiums received for the bond.
 - (9) For failing to pay any judgment or decree rendered on any forfeited undertaking in any court of competent jurisdiction.
 - (10) For charging or receiving, as premium or compensation for the making of any deposit or bail bond, any sum in excess of that permitted by this Article.
 - (11) For requiring, as a condition of executing a bail bond, that the principal agree to engage the services of a specified attorney.
 - (12) For cheating on an examination for a license under this Article.
 - (13) For entering into any business association or agreement with any person who is at that time found by the Commissioner to be in violation of any of the bail bond laws of this State, or who has been in any manner disqualified under the bail bond laws of this State or any other state, whereby the person has any direct or indirect financial interest in the bail bond business of the licensee or applicant.
 - (14) For knowingly aiding or abetting others to evade or violate the provisions of this Article.
 - (15) Any cause for which issuance of the license could have been refused had it then existed and been known to the Commissioner at the time of issuance.
- (b) The Commissioner shall deny, revoke, or refuse to renew any license under this Article if the applicant or licensee is or has ever been convicted of a felony.
 - (b1) The Commissioner shall revoke or refuse to renew any license under this Article if the licensee has been convicted on or after October 1, 2009, of a misdemeanor drug violation under Article 5 of Chapter 90 of the General Statutes.
 - (b2) The Commissioner shall deny any license under this Article if the applicant has been convicted of a misdemeanor drug violation under Article 5 of Chapter 90 of

the General Statutes within the previous 24 months of the date of the application for the license.

North Carolina Bail Bond Licensing Instructions

All referenced applications and forms in the following instructions are contained in this Bail Bond licensing Examination Candidate Guide or may be downloaded from the Department website www.ncdoi.com.

1. Obtain a Bail Bond License Application.
2. For a surety bondsman application, obtain an appointment from a surety company (a current list of surety companies is posted on the Department website www.ncdoi.com.) If you were previously licensed, obtain the required Affidavit for Appointment to be completed and signed for every former insurer that you were appointed and attach to the application. For a bail bond runner application, obtain a power of attorney from a professional bail bondsman. Application must include all required signatures.
3. Register and complete the 12 hour Pre-Licensing Bail Education Class. Call the NCBAAs by telephone at (919) 832-0867 or their website www.ncbaa.com to receive information on the class schedule.
4. Send the completed license application and all attachments to the Department of Insurance with the fee indicated on the application (\$263.00 for professional and surety bondsmen, \$183.00 for bail bond runners.) Make check or money order payable to NCDOT. Do not send cash. All fees are non-refundable.

Required attachments to the application include the following:

- A. Check or money order for proper fee
- B. Passport size full-face photograph
- C. The completed electronic Fingerprint Release and Electronic Fingerprint Applicant Information form that has been completed and certified by a law enforcement officer that the applicant's fingerprints have been submitted electronically* or one set of fingerprint cards completed by an authorized law enforcement officer.

****NEW OPTION – Electronic submission of fingerprints***

To obtain the fastest results for bail bond application review and processing, you may choose to now submit your fingerprints electronically through "Live Scan". Submission of a fingerprint card to the State Bureau of Investigation (SBI) currently takes an average of 30 days for the Department to receive the results of the national criminal record check. Agent Services Division has been advised that electronic fingerprint submissions result in shorter processing times and the national criminal record check results will be returned for review in a shorter timeframe. Live Scan for fingerprint checks is available at all Sheriff's Offices in North Carolina, however, not all Sheriff Offices use Live Scan for submission of fingerprints for non-criminal justice purposes such as licensing. You may contact your local Sheriff's Office to inquire about their Live Scan policy.

If your local Sheriff's Office cannot submit electronically, the following two locations **do submit** fingerprints electronically for licensing purposes:

Wake County City/County Bureau of Identification

Phone: 919-856-6300

Location:

330 South Salisbury Street
Raleigh NC 27602

Buncombe County City/County Bureau of Identification

Phone: 828-250-4661

Location:

20 Davidson Drive
Asheville, NC 28801

- D. A copy of the Certificate of Prelicensing Education
- E. A copy of your current valid North Carolina driver's license (or valid North Carolina identification card issued by the Division of Motor Vehicles); and
- F. At least two of the following documents:
- a) A pay stub showing your residential address in NC.
 - b) A utility bill showing your residential address in NC.
 - c) A receipt for personal property taxes or real property taxes paid by you to a North Carolina unit of local government showing your residential address in NC.
 - d) A monthly or quarterly statement showing your residential address in NC and issued by a financial institution for an account held by you.
- G. All attachments required by your answer of "yes" to any of the screening questions listed on the application. A complete list of all screening questions is available in this Bail Bond Licensing Examination Candidate Guide for your review.
- H. A copy of one of the following documents:
- High school diploma
 - General Educational Development (GED) certificate
 - High school transcript

License Application Review

After Agent Services Division has reviewed your complete application, a background investigation will be conducted. In order to conduct this state and national criminal record check, you are required to identify in the Name Affidavit section of the bail bond application your full legal name and ALL of the names or nicknames that you have been known over the course of your lifetime. You will also be required to certify that you are one and the same person who is identified by each of the names or nicknames listed in the Name Affidavit:

- If review of the application and background investigation determines that you **meet** the qualifications for bail bond licensure, Agent Services Division will send an Examination Authorization letter to your address of record. The Examination Authorization letter authorizes you to schedule the applicable bail bond examination with the Department's testing vendor Pearson VUE.
- If review of the application and background investigation determines that you **do not meet** the qualifications for bail bond licensure, Agent Services Division will send a letter to your address of record and inform you of your application status.

VERY IMPORTANT

Upon receipt of a complete application, Agent Services Division will be able to review your application for licensure within a 30-45 day timeframe. The processing timeframe is contingent on the results from the national criminal record check of the applicant's fingerprints being received in a timely manner.

Agent Services Division does not consider an application to be received if it is **not** a complete application. The application **must be** properly filled out with the required information and ALL required attachments (above A through H) enclosed with the application. Failure to submit any of the required attachments to the application will result in a delay in processing your request for licensure.

Screening Questions

Each applicant is required to answer the following screening questions on the application. The applicant must read each question very carefully and answer every question truthfully. Pursuant to North Carolina General Statute §58-71-80(a)(3), the Commissioner may deny, suspend, revoke or refuse to renew any bail bond license for material misstatement, misrepresentation or fraud in obtaining the license.

1. Yes No Do you now hold a valid bail bond license of any type?

If yes, please check and complete the following:

Professional Bondsman

Bail Bond Runner, employed by _____

Surety Bondsman, name of insurance co. _____

2. Yes No Have you ever applied for and received a professional bail bondsman, bail bond runner or surety bondsman license?

If yes, please check and complete the following:

Professional Bail Bondsman Dates Held _____

Bail Bond Runner Dates Held _____

Employed by _____

Surety Bondsman* Dates Held _____

****Surety bondsmen must attach to this application a notarized Affidavit for Appointment Form from every previous surety company.***

3. Yes No Have you ever had a license denied, suspended, revoked, or non-renewed by this or any other insurance department or have you ever voluntarily surrendered a license? ***If yes, attach details.***

4. Yes No Have you ever been convicted, or are you currently charged with, committing a crime, whether or not adjudication was withheld?

If yes, attach (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. A juvenile offense is an offense adjudicated through the juvenile justice system pursuant to Chapter 7B of the North Carolina General Statutes. Any offense adjudicated through the regular criminal justice system, where the defendant was tried and convicted as an adult, is not a juvenile offense and must be reported on this application, regardless of the age of the defendant at the time of conviction.

5. Yes No Are you or your spouse a sheriff, deputy sheriff, other law enforcement officer, judicial official, attorney, parole officer, probation officer, jailer, assistant jailer, employee of the general court of justice or other public employee assigned to duties relating to the administration of criminal justice, have power of arrest, or have anything to do with Federal, State, County or Municipal prisoners? ***If yes, clearly specify in attachment.***
6. Yes No Do you individually and/or jointly have any civil judgments or decrees outstanding against you as of the date of this application? ***If yes, attach a copy of each judgment including name, date, amount, county, and file number. Attach repayment agreement and proof of payments or an explanation of why payments are not being made.***
7. Yes No Are you currently in a business association or agreement with a person who has been disqualified pursuant to NCGS 58-71-80(a)(13)? ***If yes, attach explanation.***
8. Yes No Do you have a child support obligation in arrears? If yes, attach details indicating (a) how many months you are in arrears, (b) the reason you are in arrears, and (c) a recent payment history and (d) a letter from the appropriate governmental entity overseeing your child support stating that you are **in compliance** with your child support order.
9. Yes No Are you currently a party to, or have you been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, or unlawful withholding of moneys belonging to insurers? ***If yes, attach (a) a written statement summarizing the details 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 demonstrates the resolution of the charges.***
10. Yes No Has any demand been made or judgment rendered against you for overdue monies by an insurer or others received in the conduct of business? ***If yes, attach explanation and supporting documents, including repayment agreement and proof of payments.***

Examination Authorization Letter

If you **meet the qualifications** for bail bond licensure, you will receive the Examination Authorization letter from Agent Services Division. This letter notifies you that you have been authorized to schedule an examination through the Department's testing vendor Pearson VUE. **THE EXAMINATION AUTHORIZATION LETTER EXPIRES 30 DAYS FROM THE LETTER DATE. A sample examination authorization letter is included in the back of this guide.**

Please contact Pearson VUE at (866) 936-7780 to make a phone reservation. Examination reservations may be made Monday through Friday from 8am to 11pm, Saturday from 8am to 5pm, and on Sunday from 10am to 4pm. **NO RESERVATIONS CAN BE MADE PRIOR TO RECEIPT OF THE EXAMINATION AUTHORIZATION LETTER.**

The examination fee of \$56.50 must be paid at the time of reservation by credit card, debit card, or by electronic check. Payment will not be accepted at the test center.

VERY IMPORTANT

You are required to bring the original examination authorization letter to the Pearson VUE Test Center on the day of your exam. Copies will NOT be accepted by Pearson VUE.

Note: Failure to provide the authorization letter will result in the cancellation of your exam reservation and the full examination fee will be charged for a cancellation without proper notice.

Exam Reservations

Walk-in examinations are not available, so you must make a reservation. You are responsible for knowing which examination you must take.

Phone Reservations

Call (866) 936-7780 to make a phone reservation. Examination reservations may be made Monday through Friday from 8am to 11pm, Saturday from 8am to 5pm, and on Sunday from 10am to 4pm (EST).

You should call:	For a reservation on:
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Thursday/Friday	Tuesday
Saturday/Sunday	Wednesday

Have available when you call the following:

- Your full legal name, address, daytime telephone number, and date of birth
- The preferred examination date and test center location (a list of test centers appear on the back cover of this Bail Bond Licensing Examination Candidate Guide)
- The name of the examination(s) you will be taking
- A pen or pencil to record information
- Your credit card, debit card, or voucher information

The exam fee of \$56.50 must be paid at time of reservation by credit card, debit card, voucher, or electronic check.

Fax Reservations

You may make a fax reservation by faxing the completed *Fax Reservation Form* to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. Make a fax reservation at least four (4) business days before the examination you want. A confirmation of the reservation will be faxed within 24 hours of receipt of this form

Confirmation Number

You will receive a confirmation number when you make a reservation. Write this number down in the space provided below as you will need for admission to the Pearson VUE test center on examination day.

Confirmation Number:
Examination Date:
Test Center Location:
Customer Care Associate:

Pearson VUE Test Centers

A list of test centers appears on the last page of this *Bail Bond Licensing Examination Candidate Guide*.

Special Services

Pearson VUE complies with the provisions of the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (found in the back of this handbook) to Pearson VUE.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Pearson VUE will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Pearson VUE.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **must** be submitted to Pearson VUE before any special examination arrangements can be finalized.

Pearson VUE will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Pearson VUE that special arrangements were used for the previous examination.

Due to the unique nature of each special request, Pearson VUE recommends that candidates request special services as early as possible. Pearson VUE will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual test center capabilities.

Non-Saturday Exams

If for religious reasons you cannot take an examination offered only on Saturdays, you may request a non-Saturday examination. Requests must be in writing on official stationery by your religious advisor and faxed or mailed to Pearson VUE at the address given on the inside front cover of this handbook. Non-Saturday examinations are held only on a pre-arranged basis.

Exam Fees

The examination fee of \$56.50 must be paid at the time of reservation by credit card, debit card, voucher, or by electronic check. Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*.

Candidates are responsible for the full amount of the examination fee once an appointment for a reservation has been made, whether individually or by a third party. Candidates are responsible for knowing all regulations regarding fees and examination scheduling as presented here. Examination fees are non-refundable and non-transferable.

Change/Cancel Policy

Call Customer Care at least four (4) days before the examination to change or cancel a reservation. Those who change or cancel a reservation with proper notice will not owe Pearson VUE the examination fee, and the fee from the first reservation can be applied to your new reservation. **Those who change or cancel a reservation without proper notice will owe the full examination fee.** You may not change or cancel a reservation by fax.

You should call by:	To change/cancel an exam
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Thursday
Monday	Friday
Tuesday	Saturday

Absence/Lateness Policy

If you are late to or absent from an examination, you may be excused for the following reasons:

- Illness—either yourself, or an immediate family member;
- Death in the immediate family;
- Disabling traffic accident;
- Court appearance or jury duty;
- Military duty.

If you are otherwise late to or absent from an examination and you have not changed or canceled according to *Change/Cancel Policy*, you will be responsible for the examination fee. Fees owed for missed exams may be paid at the test center when you check in for a subsequent examination. You will not be permitted to take your examination until all fees owed to Pearson VUE for previous examinations have been paid. If you miss two examinations, the full examination fee for both examinations must be submitted before you make any future reservation. The mailing address for the fee is:

Pearson VUE, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004

If you owe Pearson VUE fees for a missed examination and you will not be taking an examination in the near future, send the payment to Pearson VUE at the address listed above. Include your name, confirmation number, Social Security number, and date of absence on your insurance company or agency check, certified check, cashier's check or money order.

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE within 14 days of the original examination date.

Weather Delays and Cancellations

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Candidates should call (800) 274-2615 for details on delays and cancellations during severe weather.

Retaking an Exam

In accordance with North Carolina General Statute §58-71-70, an applicant who fails an examination may take a subsequent examination, but at least one year must intervene between examinations.

Exam Day

What to Bring

You must bring with you to the test center on examination day the following:

- Confirmation number
- Authorization letter from NC DOI that you are qualified for all other licensing requirements and authorized to make an examination reservation at a Pearson VUE test center.
- Two forms of signature identification, one of which must be photo bearing (preferably a driver's license)
- The calculator provided during Bail Bond PLE or a similar calculator that is basic and non-programmable.

If you do not present all of the above items on examination day, you will be denied admission, considered absent, and will be responsible for the full examination fee.

Exam Procedures

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected it will be reported as such, and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. Candidates will be given two (2) hours to complete the examination. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official scores in hand.

Test Center Policies

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils. However, candidates are permitted to bring the calculator provided by their pre-licensing class, or, a basic calculator that is non-programmable.
However, candidates are permitted to bring the calculator from the pre-licensing class, or, a basic, non-programmable calculator.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen or misplaced personal items.**
- Studying is not allowed in the test center. Visitors, children, family or friends are not allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, or chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, candidates **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to, cellular phones, PDAs, exam notes and study guides, unless the exam sponsor specifically permits this.

- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

Exam Security

Pearson VUE is obligated to report scores that accurately reflect the performance of the candidates. For this reason, Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of testing irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances giving rise to the questions about score validity. Then, if there is sufficient cause to question the score, Pearson VUE will refer the matter to your state licensing agency, which will make the final decision on whether or not to cancel the score.

The performance of all candidates is monitored and may be analyzed statistically for the purpose of detecting and verifying fraud. If it is determined that a score has questionable validity, the state licensing agency will be so notified and will determine whether the candidate's scores will be released.

Please note that all examination questions, each form of the examination, and all other examination materials are copyrighted and the property of Pearson VUE. Consequently, any distribution of the examination content or materials through any form or reproduction or oral or written communication is strictly prohibited and punishable by law.

Score Reports

Understanding the Score Report

The North Carolina Department of Insurance establishes the passing score required for each examination, not Pearson VUE.

If you pass the examination, your score report indicates “pass” only; no numeric score is reported. For those candidates who fail the examination, a numeric score will be reported. Numeric scores on the examinations are “scaled scores”, not percentage scores or the number of questions answered correctly.

Candidates who fail an examination receive general diagnostic information relevant to each major content area of the examination. Diagnostic information is intended to help failing candidates identify their areas of strength and weakness in order to prepare for future examinations. Use the content outlines in this handbook to interpret the diagnostic information on a failing score report. Examination scores are valid for a period of one year from the examination date.

Your examination results are confidential and are released only to you and your state licensing agency. To protect your privacy and to maintain the confidentiality of examination results, Pearson VUE does not give score information over the telephone.

Your state licensing agency has selected a passing score of 70 for the Bail Bond examination. Raw scores are converted into scaled scores that can range from a low of 0 to a high of 100. To avoid misuse of score information, numeric scores are only reported to failing candidates.

Duplicate Score Reports

You may request a duplicate score report on the day of the examination by submitting an additional fee of \$10 or \$25 if the scores are more than one year old. This fee must be by certified check or money made payable to “Pearson VUE”.

Preparing for your Exam

Exam Structure and Content

The examination is given in a multiple-choice format and consists of 100 questions that count toward your score. The blueprints from which the examinations have been constructed are the examination content outlines in this handbook. The examination content outlines list the topics covered in each examination. Be sure that your program of study covers all the topics listed in these content outlines.

Scores on each examination are based on the number of questions answered correctly. Even if you are uncertain about the correct answer to a question, you may be able to eliminate one or more of the answer choices as incorrect. It is always better to guess at the correct answer than to not answer a question because there is no penalty for incorrect answers.

Pretest Questions

Your examination may contain “pretest questions”. These are questions for which Pearson VUE is collecting statistical data for use in future examinations. Pretest questions are not identified and do not affect your score.

Study Manuals/Training Courses

Study manuals and/or training courses for the bail bondsmen licensing examinations are not furnished or available at the North Carolina Department of Insurance or Pearson VUE. The North Carolina Department of Insurance and Pearson VUE neither recommends nor endorses any particular manual or course, nor can they provide information regarding costs or fees. You may also visit the North Carolina Division of Insurance at www.ncdoi.com to access the North Carolina Statutes and Administrative Code links.

Successful Completion of Bail Bond Licensing Examination

If you pass the examination and are approved for licensure as a surety bail bondsman or a bail bond runner, you will receive your applicable bail bond license within 10 to 12 days from the examination date. All surety bail bondsman and bail bond runner licenses will be mailed via U.S. regular mail directly to the passing candidate by Pearson VUE.

If you pass the examination and are approved for licensure as a professional bail bondsman, you must establish a security deposit in the bank authorized by the Commissioner (US Bank) to hold the security in an amount no less than fifteen thousand dollars (\$15,000) prior to the Professional Bondsmen license issuance. All professional bail bond licenses will be mailed via U.S. regular mail directly to the professional bail bondsman by the Department once the custodial bank confirms the deposit.

You may check your licensure status on the “Individual Lookup for License Status” located on the Department website http://www.ncdoi.com/asd/asd_home.asp. If you have not received your license within the designated timeframe please call the Agent Services Division of the North Carolina Department of Insurance at 919-807-6800, Monday through Friday, 8:00 am to 5:00 pm.

Examination Content Outline *Effective: 9/1/2008*

NORTH CAROLINA PROFESSIONAL BAIL BONDSMAN, SURETY BAIL BONDSMAN, & BAIL BOND RUNNER

EXAMINATION CONTENT OUTLINE

(100 scored questions)

This examination will test topics listed on the following content outline and is composed of one-hundred (100) four-option, multiple choice questions.

I. POWERS AND DUTIES OF THE COMMISSIONER..... 5

Ref: G.S. 58-71-5, 82, 185, G.S. 58-2-69(b), 69(c)

- A. General Powers
- B. Examinations
- C. Hearings
- D. Penalties

II. LICENSING..... 10

Ref: G.S. 58-71-1, 15, 40, 41, 65, 71, 115, 160, 140, 141

A. Definitions

1. Bail Bondsman
2. Accommodation Bondsman
3. Supervising Bail Bondsman
4. Surety Bondsman
5. Professional Bondsman
6. Runner
7. First year licensee
8. Insurer
9. Surety
10. Resident

B. Application/Examination

C. License requirements

D. License renewal

1. Fees
2. Continuing Education

E. Electronic Bondsmen Registry

F. Appointments/ Affidavits

III. PROHIBITED PRACTICES..... 15

Ref: G.S. 58-71-95, 110

A. Rebating

B. Solicitation

C. Impersonation of Law Enforcement Officer or Judicial Official

D. Excessive Premiums/Collateral

E. Signing a Bond in Blank

IV. BAIL BOND PROCEDURES 20

Ref: G.S. 58-71-20, 25, 30, 40, 81; G.S. 26-15A-540

A. General Duties

1. Duty to Carry License
2. Appearance Bond
3. Appearance Bond Affidavit of Surety
4. Registration of License and Powers of Attorney
5. Receipts for Premium and Collateral
6. Approval of Forms
7. Notice of Receivership

B. Arrests/surrenders

1. Definition of surrender
2. Reasons for surrender
3. Return of premium after surrender
4. Procedures for surrender before/after breach of contract

V. FIDUCIARY RESPONSIBILITIES..... 25

Ref: G.S. 58-71-20, 35, 100, 165, 167, 168, 175;

11 NCAC 13.051

A. Premiums

B. Record keeping

1. Monthly Reports
2. Daily Bond Registers
3. Security Agreements
4. Premium Receipts
5. Collateral Receipts
6. Memoranda of Agreements

C. Collateral

1. Penalties
2. Trust Accounts
3. Return of Collateral
4. Indemnity Agreements

D. Principal Bond Limits for Professional Bondsmen

1. Minimum Deposits
2. Maximum Liability

VI. FORFEITURES..... 15

Ref: G.S. 26-15A-544

A. Notice of Forfeiture

1. Standardized Form
2. Date Notice Given
3. Final Judgment Date
4. Date Issued
5. Fail to Appear Date

B. Motion to set aside

1. Seven Reasons for Filing a Motion to Set Aside
2. Certificate of Service
3. Filing of Motion
4. 10 Day Objection Period

C. Final Judgment of Forfeiture

1. Docketing and Enforcement of Final Judgment
2. Relief from Final Judgment

VII. BAIL BOND TERMINOLOGY 10

Ref: G.S. 58-71-1, 155; Black's Law Dictionary, Dictionary of Insurance Terms

A. Bail

B. Bail bonds

C. Principal

D. Obligor

E. Forfeitures

F. Collateral

G. Power of Attorney

H. Surety

I. Indemnity

J. Premium

K. Trust Account

M. Cash Bond

N. Exonerate



North Carolina Department of Insurance

Agent Services Division

Bail Bondsman/Bail Bond Runner License Application

Staple Passport Size
Full-Face Photograph
of Applicant Here

Please check only one type of license:

<input type="checkbox"/> Professional Bail Bondsman	-\$263.00
<input type="checkbox"/> Surety Bondsman	-\$263.00
<input type="checkbox"/> Bail Bond Runner	-\$183.00

Print clearly in blue or black ink.

*All Required information

*Social Security Number: _____ National Producer Number: _____

*Name: _____
(Last) (First) (Middle)

*Residence Address: _____ *City _____ *Zip Code _____
(PO Boxes not accepted)

Mailing Address if different from above: _____ City _____ Zip Code _____

Business Address: _____ City _____ Zip Code _____

Home Phone: (____) _____ Business Phone: (____) _____ Facsimile (____) _____

*E-Mail address: _____ Business E-Mail address: _____

*Date of Birth _____ *Are you a citizen of the United States? Circle one: YES NO

If no, of which country are you a citizen? _____ If no, you must supply proof of eligibility to work in the United States.

*Background Information

- ___ Yes ___ No Do you now hold a valid bail bond license of any type?
If yes, please check and complete the following:
____ Professional Bondsman
____ Bail Bond Runner, employed by _____
____ Surety Bondsman, name of insurance co. _____
- ___ Yes ___ No Have you ever applied for and received a professional bail bondsman, bail bond runner or surety bondsman license? If yes, please check and complete the following:
____ Professional Bail Bondsman Dates Held _____
____ Bail Bond Runner Dates Held _____ Employed by _____
____ Surety Bondsman* Dates Held _____
*Surety bondsmen must attach to this application a notarized **Affidavit for Appointment Form** from every previous surety company.
- ___ Yes ___ No Have you ever had a license denied, suspended, revoked, or non-renewed by this or any other insurance department or have you ever voluntarily surrendered a license? If yes, attach details.
- ___ Yes ___ No Have you ever been convicted, or are you currently charged with, committing a crime, whether or not adjudication was withheld?
If yes, attach (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. A juvenile offense is an offense adjudicated through the juvenile justice system pursuant to Chapter 7B of the North Carolina General Statutes. Any offense adjudicated through the regular criminal justice system, where the defendant was tried and convicted as an adult, is not a juvenile offense and must be reported on this application, regardless of the age of the defendant at the time of conviction.
- ___ Yes ___ No Are you or your spouse a sheriff, deputy sheriff, other law enforcement officer, judicial official, attorney, parole officer, probation officer, jailer, assistant jailer, employee of the general court of justice or other public employee assigned to duties relating to the administration of criminal justice, have power of arrest, or have anything to do with Federal, State, County or Municipal prisoners? If yes, clearly specify in attachment.
- ___ Yes ___ No Do you individually and/or jointly have any civil judgments or decrees outstanding against you as of the date of this application? If yes, attach a copy of each judgment including name, date, amount, county, and file number. Attach repayment agreement and proof of payments or an explanation of why payments are not being made.
- ___ Yes ___ No Are you currently in a business association or agreement with a person who has been disqualified pursuant to NCGS 58-71-80(a)(13)? If yes, attach explanation.
- ___ Yes ___ No Do you have a child support obligation in arrears? If yes, attach details indicating (a) how many months you are in arrears, (b) the reason you are in arrears, and (c) a recent payment history.
- ___ Yes ___ No Are you currently a party to, or have you been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, or unlawful withholding of moneys belonging to insurers? If yes, attach (a) a written statement summarizing the details 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 demonstrates the resolution of the charges.
- ___ Yes ___ No Has any demand been made or judgment rendered against you for overdue monies by an insurer or others received in the conduct of business? If yes, attach explanation and supporting documents, including repayment agreement and proof of payments.



North Carolina Department of Insurance

***Proof of Residency in North Carolina (attach two in addition to NCDL)**

Directions: Each applicant must provide a valid NC Drivers License <u>and</u> at least two other of the documents listed in this section. Check two boxes and provide attachments.	<input type="checkbox"/> Pay stub showing the applicant's residential address	<input type="checkbox"/> Utility bill showing the applicant's residential	<input type="checkbox"/> Lease agreement or contract for purchase and sale signed by the applicant for a residence located in NC
REQUIRED NC Drivers License # _____ or Identification card # issued by DMV # _____	<input type="checkbox"/> Receipt for real property taxes paid by applicant to a NC unit of local government	<input type="checkbox"/> Receipt for personal property taxes paid by applicant to a NC unit of local government	<input type="checkbox"/> A monthly or quarterly statement showing the applicant's residential address in NC issued by a financial institution for an account held by the applicant

***Name Affidavit**

I, _____ hereby declare that I have been known by the following names or nicknames over the course of my lifetime:

_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that I am one and the same person who is identified by each of the names listed above.

Original Signature of Applicant _____ Date _____
 Notary Public _____ Notary Date _____ (SEAL)

***Applicant's Certification and Attestation**

- 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 and omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject me to civil or criminal penalties.
- I further certify that I grant permission to the Commissioner of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
- I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
- I acknowledge that I am familiar with the bail bond laws and regulations governing bail bonding in North Carolina and will comply with the requirements set forth therein

Month _____ Day _____ Year _____ Original Signature of Applicant _____
 Full Legal Name (Printed or Typed) _____

***Attachments**

- o Check or money order for proper fee
- o Passport size full-face photograph
- o One set of fingerprints completed by an authorized law enforcement officer or the completed SBI Form certified by an authorized law enforcement officer that the applicant's fingerprints were electronically submitted.
- o Certificate of Pre-Licensing Education
- o All attachments required by your answers to screening questions
- o A copy of your current valid North Carolina driver's license (or valid North Carolina identification card issued by the Division of Motor Vehicles)
- o Documents showing proof of residency in NC for at least six months
- o Proof of High School Diploma or equivalent

New Eligibility Requirement as of 08/15/2009

- o Pursuant to NCGS 58-71-80(b) and (b)(2) an applicant is not eligible for licensure if the applicant has ever been convicted of a felony or been convicted of a misdemeanor drug violation under Article 5 of Chapter 90 of the General Statutes within the previous 24 months of the date of the application for the license."



North Carolina Department of Insurance

For Professional Bondsman Applicant Only

POWER OF ATTORNEY AUTHORIZING THE COMMISSIONER OF INSURANCE TO SELL OR TRANSFER SECURITIES DEPOSITED BY PROFESSIONAL BONDSMEN IN NORTH CAROLINA

Upon successful completion of the professional bail bond examination, a securities deposit must be established by the applicant in the bank authorized by the Commissioner to hold these securities in an amount no less than fifteen thousand dollars (\$15,000) prior to Professional Bail Bondsman license issuance.

I, _____, hereby authorize and appoint for myself, my successors, heirs and assigns, the Commissioner of Insurance of the State of North Carolina, in the name and in behalf of said professional bondsman, my true and lawful attorney to sell or transfer any securities deposited or that may be deposited, by said professional bondsman with said Commissioner, under the laws and regulations of the State of North Carolina, insofar as the sale or transfer is deemed necessary by the Commissioner of Insurance to pay any liability arising under a bond which purports to be given by the undersigned bondsman in any County in this State and execution has been issued against said bondsman pursuant to a judgment on the bond and the same has not been satisfied. The securities so deposited are to be held in trust by the Commissioner for the sole protection and benefit of the holder of bail bonds executed by or on behalf of the undersigned bondsman.

Professional Bondsman

Date

Notary Public

Notary Date

(SEAL)

For Bail Bond Runner Applicant Only

POWER OF ATTORNEY APPOINTMENT OF BAIL BOND RUNNER

Know all men by these present, that _____, of North Carolina, has made, _____
(Professional Bail Bondsman) (Bail Bond Runner Applicant)

constituted, and appointed, and by these present does make, constitute, and appoint _____ his true and lawful attorney in fact and lawful runner
(Bail Bond Runner Applicant)

as defined by North Carolina General Statute 58, Article 71, for said professional bondsman to do and perform the following matters and things: **To execute appearance bonds of individuals before the General Court of Justice, District Court Division, and Superior Court Divisions of State of North Carolina.** And I do hereby ratify and confirm all things, so done by my said attorney-in-fact, within the scope of the authority herein given him, fully and to the same extent as by me personally performed. This Power of Attorney shall continue and exist in being until withdrawn by me in writing.

Professional Bondsman

Date

Notary Public

Notary Date

(SEAL)

Sponsoring Company Certification and Attestation (For Surety Bondsman Applicant Only)

The official signing below certifies that the company has investigated and is satisfied that this appointee is trustworthy and meets all other licensure qualifications of the North Carolina General Statutes. The surety insurer signing below certifies that the company will give its power of attorney to the surety bondsman appointed herein to execute or countersign bail bonds for such insurer. We hereby apply for a license to be issued to this person and certify that the applicant has sufficient education, training or experience to attain the competence necessary to fulfill the responsibilities of a surety bondsman.

Sponsoring Company

Signature of Company Official

(COMPANY SEAL)

Date

Supervising Bail Bondsman Certification and Attestation (For Surety Bondsman or Bail Bond Runner Applicant Only)

SWORN SUPERVISION STATEMENT BY SUPERVISING BAIL BONDSMAN FOR FIRST YEAR BAIL BOND LICENSEE

_____ (Applicant) will be supervised by _____ (Supervising Bail Bondsman) a licensed NC bondsman who hereby obligates himself to supervise the applicant's work and to be responsible for the applicant's conduct in the bail bond business. I hereby certify that the applicant will operate from my official business address pursuant to NCGS 58-71-41(a).

Signature: _____
Supervising Bail Bondsman

Supervising Bail Bondsman License Number



NORTH CAROLINA
STATE BUREAU OF INVESTIGATION
 DEPARTMENT OF JUSTICE



ROY COOPER
 ATTORNEY GENERAL

3320 GARNER ROAD
 PO Box 29500
 RALEIGH, NC 27626-0500
 (919) 662-4500
 FAX: (919) 662-4523

ROBIN P. PENDERGRAFT
 DIRECTOR

**ELECTRONIC FINGERPRINT
 SUBMISSION RELEASE OF INFORMATION**

I authorize the North Carolina Department of Justice through the State Bureau of Investigation, Criminal Information and Identification Section, to perform a national criminal history record check in connection with my application for license with the Department of Insurance – Agent Services Division pursuant to NCGS 58-71-50.

I understand that the North Carolina State Bureau of Investigation, Criminal Information and Identification Section, the Federal Bureau of Investigation, and its officials and employees shall not be held legally accountable in any way for providing this information to the above named agency, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I understand that the above named agency cannot provide a hard copy of the results of this criminal history record check to me.

 Applicant/Licensee's Signature

 Date

I authorize the above named subject to be fingerprinted and have the fingerprints submitted to the SBI electronically.

 Agency Authorized Official's Signature

 Date

 Authorized Official's Printed Name

 Agency Address

 Agency Phone Number

I certify that I have taken the fingerprints of the above named subject and forwarded them electronically to the State Bureau of Investigation.

 Signature of Official Taking Fingerprints

 Date

Agency Seal/Certification _____



APPLICANT INFORMATION

Last Name: _____

Date of Birth: _____

First Name: _____

Place of Birth: _____

Middle Name: _____

Residence: _____

Maiden Name: _____

Aliases: _____

Employer and Address:
DOI – Agent Services Division
1204 Mail Service Center, Raleigh NC 27699

Sex: Male _____ Female _____

Reason Fingerprinted:
Bail bondsman, state and federal search,
NCGS 58-71-50

Race: _____

(write the appropriate letter in the space provided)

Social Security Number: _____
(*Optional)

W – White, B – Black, I – American Indian,
A – Asian or Pacific Islander, U - Unknown

Your Case No. (OCA): BAILB0001

Height: _____

Type of Transaction: NFUF

Weight: _____

NC FP Card Type: OTH

Eye Color: _____

(write the appropriate letters in the space provided)

BLK – Black GRY – Gray MAR – Maroon
BLU – Blue BRO – Brown GRN – Green
HAZ – Hazel PNK – Pink XXX – Unknown

Hair Color: _____

(write the appropriate letters in the space provided)

BAL – Bald BLK – Black BLN – Blonde or Strawberry
BRO – Brown GRY – Gray or partially
RED – Red or Auburn SDY - Sandy

*Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be utilized to assist with accurate identification/exclusion of possible criminal history records.

AFFIDAVIT FOR APPOINTMENT OF NORTH CAROLINA SURETY BONDSMAN
AGENT SERVICES DIVISION
1204 Mail Service Center
Raleigh, NC 27699-1204

The General Assembly of North Carolina amended Article 71 of Chapter 58 of the General Statutes by adding a new section, effective October 1, 2003.

N.C.G.S. § 58-71-141(a) states: (a) Before receiving an appointment, a surety bondsman shall submit to the Commissioner an affidavit, signed under oath, by the surety bondsman and by any former insurer, stating that the surety bondsman does not owe any premium or unsatisfied judgment to any insurer and that the bondsman agrees to discharge all outstanding forfeitures and judgments on bonds previously written. The affidavit shall be in a form prescribed by the Commissioner and shall be submitted by the surety bondsman to the former insurer. If the surety bondsman does not satisfy or discharge all forfeitures or judgments, the former insurer shall submit a notice, with supporting documents, to the appointing insurer, the surety bondsman, and the Commissioner, which states, under oath, that the surety bondsman has failed to satisfy, in a timely manner, the forfeitures and judgments on bonds written by the surety bondsman and that the former insurer has satisfied the forfeiture or judgment from its own funds. The former insurer shall submit the notice and supporting documents to the appointing insurer, the surety bondsman, and the Commissioner within 30 days after the former insurer receives the affidavit from the surety bondsman. Upon receipt of the notice and supporting documents, the appointing insurer shall immediately cancel the surety bondsman's appointment. The surety bondsman may be reappointed only upon certification by the former insurer that all forfeitures and judgments on bonds written by the surety bondsman have been discharged. The appointing insurer or surety bondsman may, within 10 days after receiving the notice and supporting documents from the former insurer, appeal to the Commissioner.

Pursuant to this statute, surety bondsmen must complete their portion below. Former insurers must complete their portion on page two of this form.

Please select the appropriate option below and complete the information for the option selected.

<p>Option One:</p> <p>I, _____, surety bondsman, being fully duly sworn shows unto the Commissioner that I do not owe any premium or unsatisfied judgment to _____, former insurer, as of _____ (today's date). Furthermore, I agree to discharge all outstanding forfeitures and judgments on bonds previously written.</p> <p>Option Two:</p> <p>I, _____, surety bondsman, being first duly sworn shows unto the Commissioner that, due to a bankruptcy discharge, I do not owe any premium or unsatisfied judgment to _____, former insurer, as of _____ (today's date). Furthermore, I agree to discharge all outstanding forfeitures and judgments on bonds previously written that were not discharged in my bankruptcy proceeding.</p> <p>I am currently pursuing a surety bondsman appointment with _____ appointing insurer.</p>
--

This is the _____ day of _____, 20__.

Surety Bondsman Signature

Sworn to and subscribed for me this _____ day of _____, 20__.

Notary Public Signature

My commission expires: _____, 20__

AFFIDAVIT FOR APPOINTMENT OF NORTH CAROLINA SURETY BONDSMAN

To be completed by the former insurer. N.C.G.S. § 58.71-141(c) defines a former insurer as “the insurer with whom the surety bondsman had a prior appointment and who is responsible for any outstanding bonds written by the surety bondsman.”

Please select the appropriate option below and complete the information for the option selected.

Option One:

I, _____, am authorized to give this affidavit on behalf of the former insurer, _____ . The undersigned, being first duly sworn, shows unto the Commissioner that _____, surety bondsman, does not owe any premium or unsatisfied judgment to our company.

Option Two:

I, _____, am authorized to give this affidavit on behalf of the former insurer, _____ . The undersigned, being first duly sworn, shows unto the Commissioner that by reason of a bankruptcy discharge _____, surety bondsman, does not owe any premium or unsatisfied judgment to our company.

Option Three:

If _____, surety bondsman, did not satisfy or discharge all forfeitures or judgments, and if the surety bondsman has not received a bankruptcy discharge, we shall within 30 days submit a notarized notice with the supporting documents to the appointing insurer, the surety bondsman and the Commissioner. This notarized notice will state under oath that the surety bondsman named herein has failed to satisfy, in a timely manner, the forfeitures and judgments on bonds by the former surety bondsman. Also, this notice will state that the bondsman has not received a bankruptcy discharge to the company’s knowledge and that the company has satisfied the forfeiture or judgment from our own funds.

This is the _____ day of _____, 20__.

Authorized Signature

Sworn to and subscribed for me this _____ day of _____, 20__.

Notary Public Signature

My commission expires: _____, 20__



DEPARTMENT OF INSURANCE
State of North Carolina

1204 MAIL SERVICE CENTER
RALEIGH, NC 27699-1204

JIM LONG
COMMISSIONER OF INSURANCE

PUBLIC SERVICES GROUP
AGENT SERVICES DIVISION
(919) 807-6800

July 31, 2008

Applicant Name
Applicant Street Address
Applicant City, State Zip code

Professional Bail Bondsman License Examination Authorization

Dear Applicant Name:

This office received your application to obtain a Professional Bail Bondsman license. Our review indicates that you currently meet the qualifications for licensure pursuant to NC General Statute 58-71-50. In accordance with NC General Statute 58-71-70, you must pass the licensing examination.

Professional Bail Bond Examination - You have been authorized to schedule an examination through the Department's testing vendor Pearson Vue. Please contact Pearson Vue at (800) 274-0668 to make a phone reservation. Examination reservations may be made Monday through Friday from 8am to 11pm, Saturday from 8am to 5pm, and on Sunday from 10am to 4pm. The examination fee of \$56.50 must be paid at the time of reservation by credit card, debit card, or by electronic check. Payment will not be accepted at the test center. **THIS EXAMINATION AUTHORIZATION LETTER EXPIRES 30 DAYS FROM THE LETTER DATE.**

When making your reservation by phone with Pearson Vue, please have the following available:

- Your full legal name, address, daytime telephone number, and date of birth.
- The name of the examination you are scheduling.
- The preferred examination date and test center location (see list in candidate guide at www.ncdoi.com).
- A pencil or pen available to record reservation information.

Please see the Bail Bondsman Licensing Examination Candidate Guide on the Department's website www.ncdoi.com for complete information on Pearson Vue's examination policies and procedures. You are required to bring this original authorization letter to the Pearson Vue Test Center on the day of your exam. **Please note that failure to provide this authorization letter will result in the cancellation of your exam reservation and the full examination fee will be charged for a cancellation without proper notice.**

Upon successful completion of your examination, you must establish a securities deposit with the bank authorized by the Commissioner to hold these securities in an amount not less than \$15,000 to receive your Professional Bail Bondsman license. The information and forms required for establishing your custodial account are available on the Department's website www.ncdoi.com.

If you should have any questions, you may contact me at (919) 807-6800.

Sincerely,

License Processor Name





North Carolina Department of Insurance
 Agent Services
 Collateral Deposit Accounts

Client Data Information Form

Please provide all necessary information in the spaces provided. If you should have any questions regarding this form, please do not hesitate to call U.S. Bank's Insurance Commissioner Services for North Carolina at 1-877-877-2143, option 1.

U.S. Bank Account Number: _____

Account Name: _____
Address 1: _____
Address 2: _____
Address 3: _____
City, State, Zip: _____

Tax Payer ID: _____ Birthday: _____
 State of Domicile: _____
 Minimum Deposit: _____

Account Contact Information:

Contact Name: _____
 Contact Telephone Number: _____ Contact Fax Number: _____
 Contact Electronic Mail Address: _____

Income Distribution Paid Quarterly:

Please Check One Box:

<input type="checkbox"/> Physical Check. The check will be sent to the mailing address above. (NO Charge)	<input type="checkbox"/> Direct-Deposit (ACH) (must be a regular checking or savings acct.) (NO Charge) <input type="checkbox"/> Checking Acct <input type="checkbox"/> Savings Acct _____ ABA Routing Account No. Name of Bank: _____ City, State: _____
<input type="checkbox"/> Wire (Note: the charge for wires is \$25 per occurrence). Please provide wire instructions below:	<input type="checkbox"/> Transfer Income to Principal – Income will be transferred from income to principal quarterly.

Authorized Signature List:

The following section must be completed to designate individual(s) who have authority to direct U.S. Bank regarding this account. The Authorized Official signing this form must be an officer of the company (i.e. Secretary).

Name	Title	Signature
_____	_____	Will sign
_____	_____	Will Sign

If you require additional space, please note the Name, Title and Signature on the reverse side of this form. Signatures must be signed by a NOTARY PUBLIC.

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
+	+	+	+	+	+	+	+	+	+

or

Employer identification number									
+	+	+	+	+	+	+	+	+	+

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov/online/ss-5.pdf. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses/ and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



Security Deposit Form

Complete this form and deliver to the US Bank Insurance Commissioner Services prior to depositing funds with US Bank, N.A.

DO NOT DELIVER FUNDS UNTIL US BANK VERIFIES THE DEPOSIT INSTRUCTIONS

Mail: US Bank, N.A.
Insurance Commissioner Services for North Carolina
One West Fourth St., MC EX-NC-WOFW
Winston-Salem, NC 27101

Fax: 336-726-7211
Contact: Diane Grubbs
Phone: 877-877-2143 option 1

US Bank Account Number: _____ **Fax:** _____
Co. Contact/Telephone: _____

US Bank Account Name: _____

Delivery Date: _____ **Amount of Deposit:** \$ _____

Type of Security (check one, complete the additional information, and deliver to US Bank):

<input type="checkbox"/> Cash Wire <small>Note: Funds received via wire will be invested in the Evergreen Institutional Treasury Money Market Fund</small> Wire using following instructions: US Bank, N.A. ABA # 091000022 AC # 173103781832 For Further Credit To: <US Bank Account No.>	<input type="checkbox"/> Certified Check Mail to: U.S. Bank, NA. Insurance Commissioner Services, NC One West Fourth Street EX-NC-WOFW Winston-Salem, NC 27101		
<input type="checkbox"/> Federal Reserve Security Treasury Note/Bond Deliver using the following instructions: U.S. Bank/Trust/1050 ABA #042-000-013 Ref: <US Bank Account No.>	<input type="checkbox"/> DTC Eligible Security State & Municipal Bonds, Stocks, etc. Deliver using the following instructions: Participant ID #: 2803 Agent ID #: 93697		
For Federal Reserve securities or DTC Eligible securities, provide the information below: Security Name: _____ Issue Date: _____ Issue Rate: _____ Maturity Date: _____ CUSIP: _____			
<input type="checkbox"/> Ineligible Security (Certificate of Deposit, Stock, etc.) CDs must be registered as follows: "US Bank as Custodian for the NC Department of Insurance FBO <Company Name>" Tax ID 31-0841368 <table style="width: 100%;"><tr><td style="width: 50%;">Mail to: U.S. Bank, NA. Insurance Commissioner Services, NC One West Fourth Street EX-NC-WOFW Winston-Salem, NC 27101</td><td style="width: 50%;">Address for Interest Checks: U.S. Bank, N.A. 1555 N. Riverside Dr Ste 302 Milwaukee, WI 53212 Attn: CD Interest</td></tr></table>		Mail to: U.S. Bank, NA. Insurance Commissioner Services, NC One West Fourth Street EX-NC-WOFW Winston-Salem, NC 27101	Address for Interest Checks: U.S. Bank, N.A. 1555 N. Riverside Dr Ste 302 Milwaukee, WI 53212 Attn: CD Interest
Mail to: U.S. Bank, NA. Insurance Commissioner Services, NC One West Fourth Street EX-NC-WOFW Winston-Salem, NC 27101	Address for Interest Checks: U.S. Bank, N.A. 1555 N. Riverside Dr Ste 302 Milwaukee, WI 53212 Attn: CD Interest		

Please note that certain securities require approval from the NC Department of Insurance. These requests will be forwarded to the Department for approval. If you have any questions regarding your security, please contact US Bank at the number above.

Authorized Signature

Printed

Date



FAX RESERVATION FORM

Today's Date:	Time of Day:	Candidate/Sponsor Signature:	
Last Name:			
First Name:			
Date of Birth:	Social Security Number:	Your Fax Number:	
Address:			
City:	State:	ZIP:	Telephone:
Test Center Code:	Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm	Exam Date:	
1 st Exam Code:	2 nd Exam Code:	2 nd Choice: <input type="checkbox"/> am <input type="checkbox"/> pm	2 nd Date:
School Code:	May we register you for the next exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No		
May we email your confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, include email address:			

Credit Card Payments:	Electronic Check Payments:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover	Bank Name:
Card #:	Next Available Check #:
Expiration Date:	Account #:
Signature:	Routing #:
	Name/Address on Account: <i>(if different from above)</i>

FOR PEARSON VUE USE ONLY

Pearson VUE ID# Assigned:		
Reservation Date:	Time:	TC#:
Pearson VUE Representative:		

Fax to Pearson VUE at (888) 204-6291.

Quick Reference

Exam Information

Contact Pearson VUE
at (866) 936-7780 to:

- Obtain candidate handbooks
- Make an exam reservation
- Change or cancel an examination
- Obtain information about examination procedures

Note: Candidate scores will not be given over the telephone.

Pearson VUE
North Carolina Insurance
P.O. Box 8588
Philadelphia, PA 19101-8588
(866) 936-7780
Website
www.pearsonvue.com

State Licensing Information

Contact the North Carolina
Department of Insurance to:

- Obtain information about prelicensing education requirements.
- Find out how to maintain your license once you have obtained it.

North Carolina
Department of Insurance
Agent Services Division
1204 Mail Services
Raleigh, NC 27699-1204
(919) 807-6800
Website
www.ncdoi.com

For Best Results When Calling Pearson VUE:

- Call during off-peak hours, which are not as busy and you will have a better opportunity to speak with a Pearson VUE Customer Care Associate without delay. Off-peak hours are 8am to 10am and 5pm to 11pm on weekdays, and all day on weekends.
- Have a pencil or pen available when you call to record any additional information.
- Have your confirmation number ready, if you have one.
- Have a list of prepared questions.
- Have this handbook available for reference.
- Record the name of the Customer Care Associate with whom you speak.

Telecommunication Devices for the Deaf

Pearson VUE is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available during Pearson VUE business hours toll-free at (866) 274-4777. This number is only for candidates with compatible machinery.

North Carolina Bail Bonding Agent Exam General Information

Call (866) 936-7780 to make an examination reservation.

Pearson VUE Test Centers

Code	Location	Schedule
3442	Wilmington	once a week
3443	Raleigh	Tuesday – Saturday
3444	Statesville	Wednesday – Saturday
3445	Huntersville	Tuesday – Saturday
3446	Asheville	once a week
3447	Greenville	once a week

Schedule and locations are subject to change.

Pearson VUE Holiday Schedule

No examinations on the following holidays:

New Year's Day

Labor Day

Martin Luther King Day

Thanksgiving Day

Memorial Day

Christmas Day

Independence Day