Alabama Professional Bail Bonding Board
2777 Zelda Road
Montgomery AL 36106
334-420-7225

Jimmie H. Lay
Chairman

To: Applicants for Professional Bail Bondsmen, Professional Surety Bondsmen, Agents, Recovery Agents, All Owners and Employees of a Bonding Company

RE: APBB –License Application Instructions

Every person involved with a company providing bail must complete an application for licensure. The application can be completed online through Alabama Interactive/Tyler Technologies, Inc. or by printing the application from the Board's website and submitting it by mail. The application fee is $135.00, and the processing online is slightly higher. The breakdown for this fee is the application ($125), ID Card ($10) and background check ($42) paid directly to the Company contracted with the State to complete the backgrounds. Acceptable payment for paper applications ($135) must be submitted along with the application. We accept cashier's checks, business checks or money orders.

Required along with the paper applications is the Immigration Verification Form and a copy of your driver's license, and a 2 x 2" passport type photo. Online applicants will load their photo and a copy of their driver's licenses or other form selected on the website at the time they complete their application if a paper application is used a copy of these documents must be submitted along with the application. Incomplete applications cannot be processed, and will be returned.

You will be required to complete a 16-hour educational course through the Alabama Bail Bond Association and pass the State Exam to receive a Bonding or Recovery License. For information on this course please visit the Association's website at: Alabama Bail Pre-License Law and Regulations | Alabama Bail Bond Association (albailbondsassociation.com) Once you have completed this course you must provide a copy of your CE Certificate to the Board for your Licensing application.

Our APBB Board office is available for questions on this matter. Please use the address and telephone number above or you may email to: apbb.brenda@gmail.com

Important Documents to submit with the paper application:

1. **The application itself – completed and signed (<u>answer all questions</u> even if it is NA)**
2. **Your photo – head and shoulders, frontal view, no hat, no sunglasses against a light colored or white wall with no objects in the background**
3. **The Immigrations Compliance Form – fill out front and back and signed (this form only needs to be sent once, it is a *one-time verification*)**
4. **Copy of the document you selected from the Immigrations Form as your proof of legal existence in the U.S.**
5. **Your money order, cahiers check or business check for $135. [non-refundable fees] ($125. Application Fee and the $10 ID Card Fee) Once your application is loaded an email will be sent providing the application to the online background check. The background is only processed online at this time.**

Other documents needed:

6. **The signed and notarized affidavit if you answered yes to this question:**
Have you ever been convicted (including a nolo contendere plea or guilty plea) of a felony (or criminal offense) in any state or in federal court (other than minor traffic violations) whether or not sentence was imposed or suspended? If YES, in addition to an affidavit, attach a certified copy of the court records regarding your conviction, the nature of the offense date of discharge, if applicable, as well as a statement from the probation or parole officer.   YES ❏   NO ❏