

## First-Time Bail Agent or Recovery Agent Applicants

The initial application process for first-time Bail Agent or Recovery Agent applicants consists of the following three steps:

1. Complete twelve (12) hours of Bail/Recovery pre-licensing education. You may search for approved Bail/Recovery pre-licensing education classes online at <http://www.sircon.com/> through the following steps:
  - a. Select “Lookup Education Courses or Transcript” under the Quick Start box
  - b. Select “Approved Courses Inquiry”
  - c. Select “Indiana” from the dropdown, click Submit
  - d. Under Education Type, select “Pre-Licensing Education”
  - e. Under Course Category, select “Bail/Recovery” box, click Submit
2. Pass IDOI Bail Agent Assessment or IDOI Recovery Agent Assessment. You may register/schedule an assessment by following the steps posted online at <http://in.gov/idoi/2482.htm#a>. There is a \$100 examination fee to be paid online by credit/debit card when scheduling an exam. View Bail/Recovery Agent [Examination Content Outline](#).
3. Submit individual resident application online through either [www.sircon.com](http://www.sircon.com) or [http://nipr.com/](http://nipr.com) under “Apply for a License.” Or you may mail to IDOI the [Uniform NAIC Paper Application](#) along with a check or money order made payable to **Indiana Department of Insurance**. The application fee is \$650 for Bail Agents and \$300 for Recovery Agents. If you choose to complete the application online, a processing fee will be charged by either Sircon or NIPR. The application must also include each of the following:
  - A. A recent digital full-face photograph (*e.g.*, passport photo) and your signature to be included on your license. The [specimen sheet](#) must be used to submit the photograph and signature. Please attach electronically to the application, email, or mail to IDOI.
  - B. Certified fingerprint card from local law enforcement (must be mailed only), or a receipt from L-1 Identify Solutions showing that you have been fingerprinted.
  - C. [FORM 3A](#) - Appointment with authorized Surety Company (for Bail Agents) or sponsorship with licensed Bail Agent or authorized Surety Company (for Recovery Agents). **\*Note: FORM 3A must also be completed each time there is a change in an appointment or sponsorship.\***