



ALABAMA PROFESSIONAL BAIL BONDING BOARD  
60 COMMERCE STREET, SUITE 1440  
MONTGOMERY AL 36104  
Telephone 334-801-9576

**Chris McNeil**  
**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**

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Every person involved with a company providing bail **must complete an application for licensure**. The application can be completed online through Alabama Interactive or by printing the application form and submitting by mail. The application fee is \$125.00 and the processing online is slightly higher. There is also an identification card required, and the fingerprint background check. The identification card fee is \$10 and the background check is \$38.25. **The \$10.00 fee and the \$38.25 must be paid whether the application is paid on-line or through the paper application.** Acceptable payment for paper applications must be submitted along with the application. We accept cashier's checks, business checks or money orders - one check can be used to pay all three fees for \$173.25.

Required along with the applications are the ALEA fingerprint background application, completed fingerprint card, the Immigration Verification Form and a copy of your driver's license. The Board will deliver the ALEA applications to ALEA. Paper applications for licensure also need a 2 x 2" passport type photo and a copy of your driver's license. On-line applicants load their photos on the website at the time they complete their application if a paper application is used these documents must be submitted along with the application. Incomplete applications cannot be processed.

**Any, and all persons in the bail bonding industry must file an application through this website or complete and submit the paper applications with the State of Alabama.**

Our APBB Board office is available for questions and answer on this matter.

Location: 60 Commerce Street – Suite 1440 – Montgomery, AL 36104

Office number - 334-801-9576

Email us @ [claire.austin@apbb.alabama.gov](mailto:claire.austin@apbb.alabama.gov)

[Chaustin3@gmail.com](mailto:Chaustin3@gmail.com) - Claire Austin

[apbb.brenda@gmail.com](mailto:apbb.brenda@gmail.com) - Brenda Holden

**Important Documents to submit with the paper application:**

1. The application itself – completed and signed (answer all questions 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
4. Copy of the document you selected from the Immigrations Form as your proof of legal existence in the U.S.
5. The Fingerprint Card completed by an approved source
6. Copy of your driver's license (for ALEA)
7. Your money order, cashier's check or business check for \$173.25 which covers the \$125 (non-refundable application fee), \$10 (ID Card Fee) and \$38.25 for the ALEA Background Check

**Other documents needed:**

8. 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