



Chris McNeil
Chairman

Alabama Professional Bail Bonding Board
2777 Zelda Road
Montgomery AL 36106
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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/NIC 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 checks. The identification card fee is \$10 and the background check is \$25. To ALEA and \$18 to the FBI. The ID card fee and the background checks 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 for the ALEA background, the application fee and ID Card fee for \$160. But the FBI charge must be paid directly to the FBI.

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. Online 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. 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 (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 (this form only needs to be sent once)**
- 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, cashiers check or business check for \$160. - \$125 (non-refundable application fee) and \$10 (ID Card Fee) and \$25 (ALEA/NCIC background check) the FBI Fee of \$18 is submitted to the address on the form, a fingerprint card must be sent with the application and fee**

Other documents needed:

- 6. The Fingerprint Background application along with the Fingerprint Card and a copy of your Driver's License for ALEA. This form can be printed from our website at this link: [SBI-ApplicationReviewALCHRI.pdf \(alea.gov\)](#)**
- 7. 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