



Jimmie Lay
Chairman

Alabama Professional Bail Bonding Board
2740 Zelda Road – Box 5
Montgomery AL 36106
334-420-7225

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 initial application for licensure. The application can be completed online through Alabama Interactive: (link) [APBB Individual License Initial: Alabama Professional Bail Bonding Board](#) or by printing the application form and submitting by mail. The application fee is \$125 and the processing online is slightly higher. There is also an identification card required, and a background check. The identification card fee is \$10 and is paid with the application. The background check is \$42, and is paid directly to the company that processes these for the Board. Acceptable payment for paper application must be submitted along with the application. We accept cashier's checks, business checks or money orders - one check can be used, the application fee and ID Card fee for \$135.

Required along with the application is the Immigration Verification Form and a copy of the legally acceptable document you choose from the list on this form. Paper applications for licensure also need a 2 x 2" passport type photo. 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 (we cannot use the driver's license for the required photo)**
- 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, cashier's check or business check for \$135. - (non-refundable application fee) The background check is completed online and the link for you to complete this will be emailed to you once the application has been processed in our office.**

Other documents needed:

- 6. The signed statement and copies of any documents if you answered yes to this question:**

Have you ever been convicted (including a nolo contendere plea or guilty plea) of a felony or misdemeanor in any city, state, federal, or military court (other than minor traffic violations) whether or not sentence was imposed or suspended?

YES ___ NO ___ ***This Question Must Be Answered***

If YES, provide:

1. A statement detailing the charge or plea, including the outcome (e.g., diversion program, dismissal, expungement, or conviction).
2. A certified copy of court records, including offense details and date or discharge or dismissal (if applicable).
3. If you have obtained an Order of Limited Relief under Alabama Code Section 12-26-1, include a copy of the court order to demonstrate eligibility for professional licensure despite a felony conviction.