



Dear Surety Bail Bond Agent:

Congratulations on the receipt of your new surety bail bond agent license. There are certain surety bail bond agent licensing requirements that you need to be made aware of and/or require immediate attention on your part.

Ohio Revised Code 3905.85 (C) states: “A surety bail bond agent license issued pursuant to this section authorizes the holder, when appointed by an insurer, to execute or countersign bail bonds in connection with judicial proceedings and to receive money or other things of value for those services. However, the holder **shall not execute or deliver a bond during the first one hundred eighty days after the license is initially issued.** This restriction does not apply with respect to license renewals.”

Ohio Revised Code 3905.85(F) states: “Unless revoked or suspended by the superintendent or surrendered by the surety bail bond agent, such a license may, in the discretion of the superintendent and the payment of a one hundred fifty dollar fee, be renewed effective the first day of March next after its issue and after the first day of March in each succeeding year.”

Ohio Revised Code 3905.85(G) provides, in part, that: “The superintendent shall require each licensee to acquire, from a source designated by the superintendent, a wallet identification card that includes the licensee’s photograph and any other information required by the superintendent. The licensee shall keep the wallet identification card on the licensee’s person while engaging in the bail bond business.” The superintendent has designated **Pearson VUE** as the source of these photo ID cards.

- **Resident agents** requesting photo ID must submit a copy of their passing score report or a letter requesting a photo ID along with the following information:
 - Applicant’s full name which was used at time of examination
 - Last four digits of the SSN
 - The date of examination
 - A \$20 fee made payable to “Pearson VUE”. Cashier’s check or money order only.

The above items should be sent to the following address:

Promissor, Ins. Lockbox #14248
Bank of America Lockbox Services
14248 Collections Center Drive
Chicago, IL 60693

- **Non-resident agents** requesting a photo ID must contact Pearson VUE at 1-800-275-8361 to schedule an appointment for a photograph for processing. Make sure you bring your current surety bail bond agent license and a current photo ID to the photograph session. Once the photo is processed, instructions on payment procedure will be provided by Pearson VUE.

If you have any questions regarding the foregoing, please feel free to contact the License Division at 614-644-2665.

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