



## INDIANA RECOVERY AGENT APPLICATION

Please **type or use clearly legible printed writing**. Illegible applications will be returned. You must answer all questions fully and the affidavit must be properly notarized. Failure to follow instructions will result in the application's return to applicant. Please attach a sheet for additional information when necessary.

**All applications must include:**

- (1) A recent digital full face photograph and your signature on the specimen sheet to be included on your license.
- (2) Certified fingerprint card from local law enforcement or a receipt from MorphoTrust USA, showing you have been fingerprinted.
- (3) Recent Credit Bureau Report (can be obtained free) at: [www.annualcreditreport.com](http://www.annualcreditreport.com)
- (4) Criminal History Check completed by Indiana State Police.
- (5) Photo copies of other Professional Licenses that you hold.
- (6) Application fee of **\$300.00** (check or money order).
- (7) Completion Certificate for twelve (12) credit hours of Pre-Licensing Education (PLE).
- (8) Score report from testing center.

### ***We Do Not Accept Cash or Credit Cards***

There is a One Hundred Dollar (\$100.00) examination fee, **to be paid at the time of registration on Website**. Do not send this fee with your application. The examination is given by a vendor. **See enclosed instructions on how to register for your test**. Please note that incorrect or misleading information on this application may result in a denial or other administrative action! Please call this office at **317-232-5249** if you have any question regarding this application. Be sure to visit our website [www.in.gov/idoi](http://www.in.gov/idoi) for forms, updates and additional information.

Mail to: Indiana Department of Insurance, Bail Bond Division, 311 West Washington Street, Suite 103, Indianapolis, IN 46204

**INDIANA RECOVERY AGENT APPLICATION**

**LEGAL NAME OF APPLICANT** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**LENGTH OF TIME AT THIS ADDRESS** \_\_\_\_\_

**PREVIOUS ADDRESS(ES) FOR PAST FIVE (5) YEARS** \_\_\_\_\_

**PROPOSED BUSINESS ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ BUSINESS PHONE (\_\_\_\_\_) \_\_\_\_\_**

**EMAIL ADDRESS** \_\_\_\_\_

**IF YOU WILL WORK FOR OR REPORT TO SOMEONE ELSE, GIVE THEIR NAME** \_\_\_\_\_

**LENGTH OF INDIANA RESIDENCY** \_\_\_\_\_ **SIX (6) MONTHS MINIMUM, IC 27-10-3-5.**

**CURRENT OCCUPATION** \_\_\_\_\_

**WILL YOU CONTINUE THIS JOB UPON LICENSURE? YES \_\_\_\_\_ NO \_\_\_\_\_**

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**HAIR COLOR** \_\_\_\_\_ **EYE COLOR** \_\_\_\_\_ **HEIGHT** \_\_\_\_\_ **WEIGHT** \_\_\_\_\_

**ANSWER THE FOLLOWING QUESTIONS FULLY**

|  |   | YES | NO |
|--|---|-----|----|
| 1  | Are you aware of any complaints against you currently pending before any public authority, including a law enforcement agency and Bureau of Motor Vehicles? |     |    |
| 2  | Has any disciplinary action been taken against you by any public authority including a law enforcement agency?  |     |    |
| 3  | Has your driver's license ever been suspended?  |     |    |
| 4  | Have you ever been convicted of a felony?   |     |    |
| 5  | Have you ever been convicted of a misdemeanor involving dishonesty, violence or a deadly weapon?  |     |    |
| 6  | Are you a jailer, law enforcement officer, or do you have any custody or control over prisoners?  |     |    |
| 7  | Have you ever had a Bail, Recovery or other Insurance license suspended or revoked by this or another State?  |     |    |
| 8  | Do you have any outstanding State or Federal tax liens or warrants?   |     |    |
| 9  | Do you currently have any outstanding judgments for unpaid child support?   |     |    |
| <p><b>NOTE:</b> If you answered <b>YES</b> to any of the above, give a detailed <b>explanation</b> on an attached sheet.</p> |   |     |    |

**AFFIRMATION**

I AFFIRM, UNDER THE PENALTIES OF PERJURY AND THOSE PENALTIES SET OUT IN THE INDIANA CODE, TITLE 27, CHAPTER 10, THAT THE FORGOING ANSWERS AND INFORMATION ARE TRUE AND ACCURATE.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

My Commission Expires \_\_\_\_\_ Notary Public \_\_\_\_\_

County of Residence \_\_\_\_\_ Printed Name \_\_\_\_\_

Attach a small digital photo or email one to: [lreynolds@idoi.in.gov](mailto:lreynolds@idoi.in.gov)

**HERE----->**

Your signature **(PLEASE USE BLACK SHARPIE PEN)**

**HERE----->**

Name \_\_\_\_\_ Agent # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

## Indiana Department of Insurance Bail/Recovery

### Agent Licensing Examination

Performance Assessment Network (PAN) is the provider for testing services

#### **Registering and Scheduling an Examination:**

The following are the steps needed to register and schedule your Bail or Recovery Agent licensing examination.

##### **Step 1: IDOI Testing Website**

Login to the IDOI testing website: <https://secure.vitapowered.com/idoi/login.screen>

##### **Step 2: Register for Account**

Create an account by clicking on the "Applicant Registration" link.  
Complete the registration form and click the continue button.

**\*Note:** You must know your login ID and password when you arrive at the test center to take the exam.

##### **Step 3: Login**

Login to: <https://secure.vitapowered.com/idoi/login.screen> using the login ID and password created during the registration process.

##### **Step 4: Select Examination**

Select the licensing exam that matches your course certificate.

**\*Note:** you must have your course certificate with you when you arrive at the test center to take the exam.

##### **Step 5: Take Practice Examination**

The practice assessment is a demo of the test system. The practice assessment does not contain actual exam content and is not scored. This step is simply to familiarize you with the testing system.

##### **Step 6: Pay for Examination**

Enter your credit/debit card information. You may use Visa, MasterCard or American Express to pay for your examination.

##### **Step 7: Schedule for Examination**

Select a date/time for the testing center of your choice. The testing centers closest to the address you entered during registration will be displayed. You may opt to see testing centers near a different zip code by entering that zip code at the bottom of the screen or you can see additional dates/times by clicking on the "More Times" link. If there are no available seats at the center of your choice, you may submit a Seat Request email.

**\*Note:** Once your appointment has been scheduled, you will receive an email notification with the details of your appointment and instructions of what to bring.

##### **Step 8: Take Examination**

Please arrive at the test center 10 minutes prior to your appointment. You will need the following information:

- Login ID and Password
- 12 Hour PLE (Pre-License Education) Certificate
- Federal or State ID

Should you need any assistance, please email: [IDOI\\_Support@panpowered.com](mailto:IDOI_Support@panpowered.com) or call Tech Support: 877-449-8378

## Frequently Asked Questions

### WHEN WILL I GET MY RESULTS?

- You will get your results immediately after you have completed your examination.
- The proctor will print your results.

### WHO DO I CONTACT IF I AM UNABLE TO SCHEDULE OR LOG ONTO THE SCHEDULING WEBSITE?

- Should you need any assistance, email: [IDOI\\_Support@panpowered.com](mailto:IDOI_Support@panpowered.com) (or)
- Call Tech Support: 877-449-8378

### WHAT IF I ARRIVE WITHOUT MY 12 HOUR PRE-LICENSE EDUCATION COURSE CERTIFICATE AND ID?

- You will not be permitted to test if you arrive without your 12 hour PLE (Pre-License Education Certificate).
- Login ID and password.
- Federal or state ID.

### CAN I PAY WITH CASH OR CHECK?

- No
- Only credit or debit cards are accepted as payment.

### WHAT IF I NEED TO RESCHEDULE MY APPOINTMENT?

- If you need to reschedule your appointment, do so immediately by logging in at: <https://secure.vitapowered.com/idoi/login.screen>.
- You will not be permitted to reschedule your appointment via the scheduling website within 24 hours of your appointment.
- If you are within 24 hours of your scheduled appointment and are unable to attend, you must call: 877-449-8378; however, you will have to pay the full exam amount again in order to reschedule.

### I AM UNABLE TO TAKE THE PRACTICE EXAMINATION, WHAT CAN I DO?

- Email: [IDOI\\_Support@panpowered.com](mailto:IDOI_Support@panpowered.com) (or)
- Call: Tech Support at 877-449-8378