



# Indiana Department of Insurance

## Memorandum

**DATE:** March 31, 2016

**TO:** Bail and Recovery Agents, Bail/Recovery Class Providers, and Surety Companies

**FROM:** Chet Pietras, Deputy Commissioner, Indiana Department of Insurance

**RE:** Bail Agent and Recovery Agent Online License Applications and Renewals

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The Indiana Department of Insurance (IDOI) is pleased to announce the release of new online license application and renewal processes for Bail Agents and Recovery Agents. New applications and renewal applications may now be submitted online through either [www.sircon.com](http://www.sircon.com) or [www.nipr.com](http://www.nipr.com). For detailed instructions on the new application processes, please visit the IDOI Bail and Recovery Agent licensing webpage at [www.in.gov/idoi/2491.htm](http://www.in.gov/idoi/2491.htm).

As part of the new application process and renewal application process for Bail Agents and Recovery Agents, a new [FORM 3A](#) has been developed that must be completed by both the agent and the agent's appointing Surety Company (for Bail Agents) or sponsoring Bail Agent or Surety Company (for Recovery Agents). The form must also be completed anytime there is a change in Bail Agent appointment or Recovery Agent sponsorship.

New applications have also been released for Bail/Recovery pre-licensing education (PE) and continuing education (CE) classes and instructors. These new applications and required supporting materials must be submitted separately for PE or CE classes and PE or CE instructors at the time of a new application for approval and when it is time to renew an approval. Also, all approved PE and CE classes must [sign up to Sircon](#) in order to download course completions for students' transcripts and generate certificates of completion for students. Certificates of completion no longer need to be mailed to IDOI, but rather it is each provider's responsibility to enter course completions online through Sircon, which is then automatically transmitted to IDOI.

Effective immediately, the IDOI is accepting online new applications from prospective Bail Agents and Recovery Agents and online renewal applications from licensed Bail Agents and Recovery Agents. In addition, any individual, insurance company, insurance or bail trade organization, accredited college, or insurance education association, may submit Bail/Recovery PE or CE classes and instructors for approval. All approved classes and instructors must abide by the renewal process and reporting process through Sircon.

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