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What's Next?

Your Next Steps After Class

Hi, Everyone!

Congratulations on completing your class! The next step is to apply to NCDOI / NIPR for your license. This guide walks you through the entire process step by step. It's long, but read it carefully – it will save you a lot of time and frustration. As always, please call me if you have questions.

Before You Begin

I'll be uploading other study notes to the drive, so check back occasionally. Text me or give me a call if anything is unclear.

The certificate you received in class is valid for six months. State law requires you to retake the class if your certificate expires. Don't let time get away from you!

NC Bail Academy's school code is 5001. You may need this when you schedule your exam with Pearson VUE.

Pre-Determination Petition

NCGS 93B-8.1(b1) gives you the right to petition NCDOI to review your criminal history and predetermine your licensure approval status *before* you begin the application process (and pay the application fee). If you're considering this, give me a call at **919-612-1260** and we'll discuss the process.

Step 1: Get Your Fingerprints Done

Do this first! A criminal background check is required, and it usually takes a couple of weeks for DOI to receive the results. DOI will not finish processing your application until they have the report, so the sooner you complete this step, the sooner your application will move forward.

Even if you recently had your fingerprints done for another purpose (concealed carry permit, PI license, etc.), you'll need to do them again specifically for this application. There is a very specific process.

What to Do

1. Print out the **Fingerprint Submission Release Form**. You can find it on the home page of our website at **NC Bail Academy**. It is signed by John Cable and dated September 1, 2026.
2. **Take the form with you when you get fingerprinted.** Each sheriff's office and police department has its own policies (walk-ins vs. appointments, fees, etc.), so call ahead. You can find locations and phone numbers listed **HERE**.
3. **Get the form signed before you leave.** The person doing your fingerprints will sign the Fingerprint Submission Release Form and return it to you. **Do NOT leave without it!** You must upload this signed form during the application process. DOI will not approve your application without it.

4. **Fingerprint Card.** They should give you a fingerprint card. DOI does NOT want a copy of it. You do NOT need to upload it with your application, but you will need it if you want to run a background check on yourself (more on that below). So ask for one if they don't give it to you.

Step 2: Submit Your License Application on NIPR

Go to **NIPR** to begin your application. DOI has a how-to **document** that's a little outdated, but it's a good reference if you get lost. You shouldn't, because we've listed every step below. It's a good idea to take a screenshot of every page after you complete it.

1. Click "Start Now."
2. Select "Individual."
3. Select "Social Security Number."
4. Enter your last name and your full Social Security number.
5. Accept the NIPR User Agreement.
6. Enter your date of birth and click "Start."
7. On the Product Type screen, select: Product Type = "Producer Licensing," Application Type = "Initial," Residency Type = "Resident."
8. Select North Carolina.
9. Scroll down to Surety Bondsman and select "None" directly below it. (If you're going to be a Runner for a Professional Bondsman, click "None" under "Runner" instead.)
10. The Fee Estimate screen shows a preview of the cost. You won't pay until the application is complete, so click "Next."
11. Enter your biographical information and continue through the remaining pages.

A Few Tips on the Application

- **FINRA:** FINRA stands for Financial Industry Regulatory Authority. It's a regulatory organization for the financial securities industry. This probably doesn't apply to you. If you didn't already know what FINRA is, you're probably going to be answering "No" to any FINRA-related questions.
- **Business Address:** Your business address can be the same as your home address, but I don't recommend that because it will appear on public documents after you are licensed. Consider using a P.O. box or your supervisor's business address.
- **Business Email:** Your business email can be the same as your personal email.
- **Insurance Agency Affiliation:** None. Just skip it.
- **Application Fee:** At the end of the application, you'll pay approximately $315 (application fee + processing fee). This screen tells you how much you'll pay at the end of the application.

Step 3: Answer the Background Questions Carefully

This is critically important. You must disclose *every* conviction and pending charge, including traffic offenses, with an explanation and supporting documentation. The only exceptions are traffic **infractions** (minor violations that are not misdemeanors or felonies).

> **Important: Ignore the NIPR Exemption Language**
> The NIPR application is a universal form used nationwide. Question 1a asks whether you've ever been convicted of a misdemeanor, and below it you'll see a statement saying you can exclude certain traffic offenses like DUI, DWI, driving without a license, reckless driving, etc.

> **That exemption does NOT apply in North Carolina.** State law requires you to disclose all motor vehicle traffic convictions and pending charges unless they are traffic infractions. Every offense listed in that exemption must still be disclosed in North Carolina. Forgetting to list a conviction – no matter how old or how minor you think it is – may delay your application and could result in an informal review, a fine, or even a denial.

Optional: Run Your Own Background Check

If you have any doubt about whether you'll remember every conviction or ticket, it's smart (but completely optional) to check your own background record before submitting the application. This is especially helpful if you've been a "wild child" and can't remember every speeding ticket or old conviction. Your personal background check is not required and does NOT replace the one DOI will conduct – it's just for your reference so you don't accidentally leave something out. If you decide to do this, here are the links:

- **Driving Record – Optional, for your own use only:** Download a copy from the **DMV**. Cost is about $14.
- **NC Criminal Background (SBI) – Optional, for your own use only:** Go to **NCSBI – Personal Review**. You'll need to mail the fingerprint card the agency gave you. An NC-only check is $14; a nationwide FBI check is $18.
- **County Records:** As another option, you can contact the Clerk of Court's offices in the counties where you have past convictions and get copies of your criminal records.

After you receive these reports you can use them as a reference as you are listing your convictions. Alternately, you may upload your driving record and/or SBI background check directly. Remember to write a brief explanation for each conviction. You do NOT need to list any dismissals or not guilties.

Step 4: Supplemental Questions

This step is important and easy to overlook!

Because the NIPR application is a universal form used across all states, it hasn't been tailored to North Carolina's specific requirements. Therefore, you must also complete a Supplemental Application, which can be found **HERE**. Print it out, circle your answers, and upload it with your supporting documentation.

Supplemental Questions

1a) *Have you ever been convicted of any crime or offense other than a motor vehicle infraction, including any prayer for judgment (PJC), which has not been previously reported to DOI?*

1b) *Are you currently charged with committing any crime or offense other than a motor vehicle infraction, which has not been previously reported to DOI?*

Note: *You MUST include misdemeanor/felony convictions and pending misdemeanor/felony traffic charges (e.g., driving while impaired, driving with license revoked, reckless driving, etc.). You may exclude juvenile adjudications.*

1c) *If you answered "Yes" to either question, include an explanation along with: case number (if known), county of conviction, conviction/charge name, and date.*

Alias Statement

DOI requires a statement either confirming you have no aliases or listing all of your aliases. Include your maiden name (if married) and common nicknames (e.g., if your given name is James but everyone calls you Jim, list Jim). You can write this at the bottom of the Supplemental Application. If you don't include it now, DOI will send you a deficiency notice asking for it, which delays your approval.

Step 5: Pay the Application Fee and Submit

Once you've answered all the questions, submit your application and pay the fee (approximately $315). Take a screenshot of your receipt. **You cannot upload any documents to the Attachment Warehouses until your application has been submitted and paid.**

Step 6: Upload Your Documents to the Attachment Warehouses

After your application is submitted and paid, you'll upload all required documents to the **NIPR Attachment Warehouse**. When you click that link, you'll see three warehouses listed. Different documents go to different warehouses.

Important: You cannot delete a document or change the information in its fields once it has been submitted. Double-check everything before uploading.

Signing in: When signing into a Warehouse for the first time, choose "Individual and Agency Sign-in without NPN or Resident License Number." Then enter your full Social Security number and last name.

> **Tip for uploading documents:** You'll need to type something in both the "Document Description by Producer" and "Producer's Information for Regulators" boxes before you can move on. For example, if you're attaching a bank statement, enter "Proof of Residency" and "Bank Statement," respectively.

ALD Warehouse (Additional Licensing Documents)

This is where you'll upload most of your required documents. Here's what goes here:

- ✓ **Fingerprint Submission Release Form:** Under "Document Type," choose "Fingerprint Receipt" from the drop-down menu. (The form name is slightly different because the application isn't NC-specific.)
- ✓ **High School Diploma or Equivalent:** Upload one of the following: high school diploma (or college diploma if you can't find your high school one), GED certificate, or high school transcript. Upload under "Other."
- ✓ **NC Driver's License or NC ID Card:** A current, valid license or ID issued by the NC Division of Motor Vehicles. Upload under "Other."
- ✓ **Two Proofs of Residency** (each from a different category, dated within the past 90 days unless noted):
  - A pay stub showing your NC residential address (past 90 days)
  - A utility bill showing your NC residential address (past 90 days)
  - A personal or real property tax receipt paid to an NC local government (current or prior year)
  - A monthly or quarterly bank/financial statement showing your NC residential address (past 90 days)
  - A signed lease agreement or contract for the purchase of residential property (current or prior year)

Each of the two must be from a different category. You can't submit two pay stubs, two bank statements, or two utility bills (for example, an electricity bill and a cable bill both count as utilities). DOI will not accept any document types other than those listed above.

- ✓ **Proof of US Citizenship:** DOI is now requesting this, so go ahead and upload your birth certificate or US passport to save time. Upload under "Other."
- ✓ **NC Bail Academy Class Certificate:** Upload a scan of the certificate you received at the end of class. Upload under "Other."
- ✓ **Sworn Supervisor Statement:** Your supervisor must sign a Sworn Supervisor Statement. Print the form or send your supervisor the link. Once they sign it and return it to you, upload it under "Other."

✓ **Supplemental Application & Alias Statement:** If you answered "No" to all background questions, upload these here. (If you answered "Yes" to any background question, you can upload these to either ALD or BQSD.)

BQSD Warehouse (Background Question Supporting Documentation)

This warehouse is for submitting documentation related to any "Yes" answer on the application or supplemental application. **If you answered "No" to all background questions, you will not be able to access BQSD (and you don't need to do so).**

If you answered "Yes" to any question, you must upload all supporting documentation here, including charging documents and (if available) an official court document showing the final disposition of the case.

You can type your explanations into the "Information for Regulators" block or type them into a Word document (or even handwrite them) and upload that.

If you ran your own background check, you can upload your DMV driving record, SBI report, or county criminal records printout here as well.

ROA Warehouse (Reporting of Action)

You probably won't need this warehouse. ROA is for reporting any new criminal, civil, or administrative action taken against you during the application process or after licensure. It's mainly used by currently licensed bondsmen.

Step 7: Appointment of Surety Bondsman

Make sure an **Appointment of Surety Bondsman** form is submitted to DOI. Ask your supervising agent to have his or her insurance company send it to NCDOI on your behalf. The insurance company already has the form and does this regularly – just make sure your supervising agent tells them to send it in for you, otherwise they won't know it needs to be done.

Step 8: Wait for Your Exam Authorization Letter

After DOI finishes processing your application (which usually takes at least a month), they'll email you an **Exam Authorization Letter. You cannot schedule your exam until you receive this letter.**

- Check your email regularly. This is the only notice you'll receive, and you only have 30 days after receiving it to schedule your exam.
- Also watch for Deficiency Notice emails – DOI may have questions about your documents or need something additional from you.
- Schedule your exam with Pearson VUE. The exam fee is $40, paid when you schedule.
- **Bring the following to the testing center:** a printed copy of your Exam Authorization Letter and two forms of ID.

Step 9: STUDY!

Study the interactive practice test and the study notes included in the drive folder like your future depends on it – **because it does!** While you're studying, if you come across something you need clarification on, call me. Not understanding one small detail might cause you to miss 10 questions on the exam.

Free Refresher Classes

You are welcome to sit in on any pre-licensing class again as a refresher – completely free – as many times as you want. Most people come back right before they take their exam. You can attend at any location, not just where you originally took the class, and you don't need to call ahead.

What If I Don’t Pass?

First of all, you WILL pass. But just so you know: if you don’t pass on the first attempt, you can retake the exam once more within 90 days. (That’s probably an exam question, btw.) We strongly recommend coming back to class again (for free!) before your second attempt.

If you don’t pass on the second attempt, you’ll have to wait a full year, retake the class, get fingerprinted again, resubmit the entire application, deal with the Warehouses all over again, and retake the exam. So, study hard the first time!

Questions? Call Us Anytime.

Lyne: 919-612-1260
Suzie: 910-658-6922

You’re a part of our (dysfunctional) bail bond family now, and we’ll always be here if you need us. **Thank you!**

Lyne