



***Surety Bail Bond Business Entity
Initial License Application Checklist***

All Applicants:

- Non-refundable filing fee of \$150.00. [ORC section 3905.85(B)(4)(a)]
(Check or money order made payable to the “State of Ohio Treasurer”; credit card or ACH accepted with online application.)
- Completed surety bail bond application form:
 - [Online Application](#)
 - Paper Application ([Form INS3252](#))
- Name of each partner, officer, or member of the entity.
- Name of each employee designated to act as a surety bail bond agent for the entity.

Additional Requirements for RESIDENT Applicants:

- Resident business entity applicants must be registered and in good standing with the Ohio Secretary of State before applying for a license. Contact the Ohio Secretary of State at 1-877-767-6446 or www.sos.state.oh.us for registration requirements. [OAC section 3901-5-09(H)(1)(c)]

Additional Requirements for NONRESIDENT Applicants:

- Must have an active surety bail bond license, or equivalent, in the home state.
- If required, non-resident business entities should register with the Ohio Secretary of State before doing business in Ohio. Contact the Ohio Secretary of State at 1-877-767-6446 or www.sos.state.oh.us for registration requirements. [OAC section 3901-5-09(I)(5)]

**NOTE: APPLICATIONS SUBMITTED WITHOUT ALL OF THE ABOVE LISTED ITEMS
WILL BE RETURNED TO THE APPLICANT AS INCOMPLETE.**