



# Nevada Division of Insurance

## Service Request: Sample Copies of Forms Bail

### Instructions for Filing

Use this form to submit sample copies of the forms used by the bail agent in the business of bail, which is required of each bail licensee (NAC 697.440). Once the information requested below is complete, send this form along with all documents being submitted to the Division by email (lsmith@doi.nv.gov) or first-class mail (attention: Producer Licensing). This form is a PDF fillable form, which may be electronically signed and emailed to the Division. Follow the instructions for filing this form by email, below. Illegible or incomplete forms will be rejected.

Licensee Name \_\_\_\_\_

Nevada License No. \_\_\_\_\_

National Producer Number (NPN) / FEIN (firms only) \_\_\_\_\_

Identify each sample copy form being submitted to ensure proper processing:

- \_\_\_\_\_
- \_\_\_\_\_
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*\* If additional forms are being provided, submit another Service Request form.*

### Attestation

I attest that I am a Nevada licensed bail agent acting on behalf of a surety company in the business of bail in Nevada, that the surety company has authorized me to use the sample copies of forms herewith submitted, and that I do not use any other forms in bail transactions. I further attest that the sample copies of forms herewith submitted are true and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ License Number \_\_\_\_\_

### Filing this Form by Email

1. Provide the form and supporting documents to the Division at the same time (in the same email). Information or documents received at different times may be lost or experience delay in processing. The Division cannot accept emails larger than 5 MB. If the email file size is too large, submit emails in parts by indicating after the subject "email 1 of 3, email 2 of 3", etc.
2. Information and supporting documents submitted by email can only be accepted in PDF format—photos or Word, Excel, jpegs, gifs, tifs, or other formats will be rejected.
3. Forms and supporting documents must be legible and complete. Illegible or incomplete forms and supporting documents will be rejected.
4. The Division will acknowledge confirmation that your email has been received. Acknowledgement of receipt is not approval. The Division will notify you in writing if the forms are not permitted to be used.