



## SURETY BOND PRODUCER ACCOUNT REQUEST AND STATE AUTHORIZATIONS FORM

Surety Bond Producer Account Form	
Account Request	
Company Information	
Company Information	
Data Element	Additional Instruction
Company Full Legal Name:	Enter the exact legal name as it appears on your company's Articles of Incorporation, Articles/Certificate of Organization, Partnership Agreement, or other legal document.
NPN Number:	Enter the unique identifier for your company that was assigned by the National Insurance Producer Registry. This number will be used throughout NMLS to identify you as a Surety Bond Producer.
IRS Employer Identification Number:	Enter your company's IRS Employer Identification Number (EIN). The EIN is the Taxpayer Identification Number issued by the IRS. If the company is a sole proprietorship without employees, this number may be the sole proprietor's Social Security Number or an IRS-issued EIN. These numbers are also known as "FEIN" or "TIN."
Company Headquarters Location	
Data Element	Additional Instruction
Street Address 1:	Enter the main corporate headquarters' street address.
Street Address 2: <i>Note: This field is not required by the System.</i>	Enter the main corporate headquarters' PO Box, apartment number, or unit number (if applicable).
City:	Enter the city of the main corporate headquarters location.
State: <i>Note: Leave this field blank if your headquarters location is outside of the United States.</i>	Select the state of the main corporate headquarters location.
Country/Province:	Select the country/province of the main corporate headquarters location.

Postal Code: <i>Note: This field is not required if your headquarters Country/Province is outside of the United States.</i>	Enter the postal code of the main corporate headquarters location.
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<b>Contact Information</b>
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The primary and secondary contact employees must be authorized to receive all communications regarding the company, its representatives, and bond management. They must also be responsible for disseminating this information within the organization.

For NMLS Electronic Surety Bond Tracking, a representative is considered a person within a surety company or a surety bond producer that can manage bonds for a licensee.

<b>Primary Contact Information</b>
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Data Element	Additional Instruction
First Name:	Enter the legal first name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) of the Primary Contact that represents the company at a corporate level for NMLS Electronic Surety Bond Tracking.
Middle Name: <i>Note: This field is not required by the System.</i>	Enter the legal middle name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) of the Primary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.
Last Name:	Enter the legal last name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) of the Primary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.
Suffix (Jr., Sr., etc): <i>Note: This field is not required by the System.</i>	Enter the legal suffix (if applicable) as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) of the Primary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.
Title: <i>Note: This field is not required by the System.</i>	Enter the title or position of the Primary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.

Email:	Enter the business email address of the Primary Contact that represents the company at a corporate level for NMLS Electronic Surety Bond Tracking.
Confirm Email:	Enter confirmation of the business email address of the Primary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.
Phone:	Enter the business phone number of the Primary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.
Fax: <i>Note: This field is not required by the System.</i>	Enter the fax number of the Primary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.
Street Address 1:	Enter the business street address for the Primary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
Street Address 2: <i>Note: This field is not required by the System.</i>	Enter the PO Box, apartment number, or unit number (if applicable) for the Primary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
City:	Enter the city for the primary contact at a corporate level for NMLS Electronic Surety Bond Tracking.
State: <i>Note: Leave this field blank if the Primary Contact is located outside of the United States.</i>	Select the state for the Primary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
Country/Province:	Select the country/province for the Primary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
Postal Code: <i>Note: This field is not required if Primary Contact is located outside of the United States.</i>	Enter the postal code for the Primary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
<b>Secondary Contact Information</b>	
<b>Data Element</b>	<b>Additional Instruction</b>
First Name:	Enter the legal first name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.

<p>Middle Name:</p> <p><i>Note: This field is not required by the System.</i></p>	<p>Enter the legal middle name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Last Name:</p>	<p>Enter the legal last name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Suffix (Jr., Sr., etc):</p> <p><i>Note: This field is not required by the System.</i></p>	<p>Enter the legal suffix (if applicable) as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Title:</p> <p><i>Note: This field is not required by the System.</i></p>	<p>Enter the title or position of the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Email:</p>	<p>Enter the business email address of the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Confirm Email:</p>	<p>Enter confirmation of the business email address for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Phone:</p>	<p>Enter the business phone number for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Fax:</p> <p><i>Note: This field is not required by the System.</i></p>	<p>Enter the fax number of the Secondary Contact that represents the company at the corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Street Address 1:</p>	<p>Enter the business street address for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>
<p>Street Address 2:</p> <p><i>Note: This field is not required by the System.</i></p>	<p>Enter the PO Box, Apartment Number, or Unit Number (if applicable) for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.</p>

City:	Enter the city for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
State: <i>Note: Leave this field blank if the Secondary Contact is located outside of the United States.</i>	Select the state for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
Country/Province:	Select the Country/Province for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.
Postal Code: <i>Note: This field is not required if Secondary Contact is located outside of the United States.</i>	Enter the Postal Code for the Secondary Contact at a corporate level for NMLS Electronic Surety Bond Tracking.

**Account Administrators**

The Account Administrators are the persons of your company's choosing that will have full access to your company's record on NMLS and will be able to manage and view the company's information. The Account Administrators are also responsible for establishing and maintaining other System users for the company's NMLS account and delegation of certain responsibilities to appropriate users. For Surety Bond Producer Accounts, NMLS requires two Account Administrators. Once the Surety Bond Producer Account Form is reviewed and validated, an NMLS account will be established for the requesting entity and user names and passwords will be issued to the Account Administrators. The normal validation process takes 48 to 72 hours.

Once Account Administrators have been established for the company account, removal and replacement of those Account Administrators will need to be done by contacting the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).

**Account Administrator #1**

You can indicate that the Primary Contact is also Account Administrator #1. If someone other than the Primary Contact needs to be Account Administrator #1, complete the data fields below.

<b>Data Element</b>	<b>Additional Instruction</b>
First Name:	Enter the legal first name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #1.
Middle Name: <i>Note: This field is not required by the System.</i>	Enter the legal middle name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #1.

Last Name:	Enter the legal last name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #1.
Suffix (Jr., Sr., etc): <i>Note: This field is not required by the System.</i>	Enter the legal suffix (if applicable) as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #1.
Title: <i>Note: This field is not required by the System.</i>	Enter the title or position of Account Administrator #1.
Email:	Enter the business email address of Account Administrator #1.
Confirm Email:	Enter confirmation of the business email address of Account Administrator #1.
Phone:	Enter the business phone number of Account Administrator #1.

**Account Administrator #2**

<b>Data Element</b>	<b>Additional Instruction</b>
First Name:	Enter the legal first name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #2.
Middle Name: <i>Note: This field is not required by the System.</i>	Enter the legal middle name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #2.
Last Name:	Enter the legal last name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #2.
Suffix (Jr., Sr., etc): <i>Note: This field is not required by the System.</i>	Enter the legal suffix (if applicable) as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for Account Administrator #2.
Title: <i>Note: This field is not required by the System.</i>	Enter the title or position of Account Administrator #2.

Email:	Enter the business email address of Account Administrator #2.
Confirm Email:	Enter confirmation of the business email address of Account Administrator #2.
Phone:	Enter the business phone number of Account Administrator #2.
<b>State Authorizations</b>	
<b>States Requested for Business</b>	
<b>Data Element</b>	<b>Additional Instruction</b>
State(s):	Select the state(s) in which your company is authorized to issue bonds.
<b>Submitter Confirmation</b>	
<b>Submitter</b>	
<b>Data Element</b>	<b>Additional Instruction</b>
Request Submitted By:	Enter the full legal name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) of the Submitter of the Surety Bond Producer Account Form.
Title: <i>Note: This field is not required by the System.</i>	Enter the title or position of the Submitter of the Surety Bond Producer Account Form.
Email:	Enter the business email address of the Submitter of Surety Bond Producer Account Form.
Confirm Email:	Enter confirmation of the business email address of the Submitter of Surety Bond Producer Account Form.
Phone:	Enter the business phone number of the Submitter of Surety Bond Producer Account Form.
<b>File Attachment</b>	
<b>Data Element</b>	<b>Additional Instruction</b>
File (PDF):	Upload your company's formation documents. If your upload contains multiple files, they must be merged into one PDF file. The PDF file should not be password protected or exceed 8MB.

File (PDF) (cont.):	<p>Required documentation include:</p> <p>The Corporate Charter or Articles of Incorporation (if a corporation), or The Articles of Organization and Operating Agreement (if a Limited Liability Company), or The Partnership Agreement (if a partnership of any form).</p> <p>Secretary of State Documentation: This includes a Certificate of Authority/Good Standing Certificate issued by the state’s Secretary of State office, demonstrating that the entity exists or is authorized to do business in the state. Must be issued within the past 60 days.</p> <p>Verification of IES Employer Identification Number (EIN): This includes a letter from the IRS verifying the entity’s SS4 or 147c.</p>
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**Attestation and Submission**

I, **[Name of User]**, am authorized to make this submission on behalf of **[Company Name]** and confirm the information contained within this submission is true and accurate. Company agrees to and represents the following:

1. That the information and statements contained herein, including exhibits attached hereto, and other information contained herewith, all of which are made a part of this submission, are current, true and complete and are made under the penalty of perjury, or un-sworn falsification to authorities or similar provisions as provided by law;
2. To the extent any information previously submitted is not amended, such information remains accurate and complete;
3. That the SRR may conduct any investigation into the veracity of the information supplied by the Company, and any related individuals or entities, including but not limited to, investigation of their respective state authorization to conduct the business of making and selling of surety bonds and undertakings;
4. To keep the information contained in this record current and to submit accurate supplementary information on a timely basis; and
5. To comply with all applicable provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of its surety business.

If the Company has knowingly made a false statement of a material fact in this record or in any documentation provided to support the foregoing record, then the foregoing account request may be denied.

On this date **[System Date – Day, Month Date, Year]**, I verify that I am the named person above and that I am authorized to attest to and submit this information on behalf of **[Company Name]**. I do solemnly swear or affirm under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by law that I have reviewed the foregoing responses for accuracy and that they are true and correct.



## Surety Bond Producer Representative

Once the Surety Bond Producer Account Request Form has been validated by NMLS, both Account Administrators will receive a confirmation email that the Surety Bond Producer account was approved with login and next steps instructions. Following login to the Surety Bond Producer account, the Account Administrators can designate themselves as representatives of the company and/or designate other representatives. The data fields below demonstrate the required information to create new representatives within NMLS for the Surety Bond Producer.

Data Element	Additional Instruction
First Name:	Enter the legal first name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for the Representative.
Middle Name: <i>Note: This field is not required by the System.</i>	Enter the legal middle name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for the Representative.
Last Name:	Enter the legal last name as it appears on the government-issued identification document (e.g. driver's license, passport, or Permanent Resident card) for the Representative.
Phone Number:	Enter the business phone number of the Representative.
Email Address:	Enter the business email address of the Representative.
NPN:	Enter the unique identifier for the Representative that works for your company that was assigned by the National Insurance Producer Registry. This number will be used throughout NMLS to identify a Representative of a Surety Bond Producer.