



NATIONAL ASSOCIATION OF SURETY BOND PRODUCERS

7735 Old Georgetown Road, Suite 900

Bethesda, MD 20814

Tel: 240.200.1270

Fax: 240.200.1295

www.nasbp.org

NASBP Membership Application Checklist

Membership Application ☐

Code of Ethics ☐

Membership Affidavit ☐

Questionnaire form for each employee on member roster ☐

Member Dues Check ☐

Send application materials to:

National Association of Surety Bond Producers

Membership Department

7735 Old Georgetown Road, Suite 900

Bethesda, MD 20814

Phone: (240) 200-1282 Fax: (240) 200-1295



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MEMBERSHIP APPLICATION

Name of Firm: _____

Preferred Mailing Address

Preferred Mailing Address

Address 1:

Address 2:

Street

Street or PO Box

City

State

Zip

City

State

Zip

Telephone: () Fax: () Website: _____

- Are personnel in this office regularly engaged on a commission basis as agent-producer or broker of surety bonds? Yes ___ No ___
- How many surety personnel are in this office? _____
- List principals, officers and personnel and number of years each has been engaged in the surety business that you wish to add to NASBP's database: *(Use additional sheet if necessary)*

A. Key Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

B. Alternative Key Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

C. Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

C. Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

- Does your firm place or intend to place business within the U.S.? Yes No
If the answer is "No", please skip to question #6
If the answer is "Yes", please complete question #5
- List two or more principal surety companies with which your firm does business, the length of time represented, and at least one state in the United States in which each of these companies is admitted to conduct surety business. *Use additional sheet if necessary:*

Surety Company	Number of Years
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____

- Total annual premium volume for past fiscal or calendar year (nearest \$10,000)

Contract Surety \$ _____
Commercial Surety \$ _____
Other \$ _____
Grand Total \$ _____

7. How did you hear about NASBP? _____

8. Are you engaged in any business other than insurance/surety? _____

9. If yes, please state nature of other business and time devoted to it.

10. Please list any other local, state, regional or national insurance and construction organizations in which you currently hold membership:

I UNDERSTAND AND AGREE that the National Association of Surety Bond Producers has the right to verify any of the information I have provided in this membership application, and that the Association may use the information provided in this application to determine my firm's eligibility for membership in the National Association of Surety Bond Producers

I UNDERSTAND FURTHER that completion of this application for membership in the National Association of Surety Bond Producers does not imply or assure the acceptance of my firm as a member of the Association. ***I also understand that compliance with the Bylaws, affirmation of the Code of Ethics, submission of the Membership Affidavit, and remittance of dues are conditions to and of membership.***

NOTE: SUBMISSION INFORMATION (please return the following documents)

- Completed, signed, and dated Membership Application
- Completed, signed, and dated Code of Ethics
- Completed, signed, and dated Membership Affidavit
- Completed Master File Questionnaire
- Member Dues Check

By: _____
Principal's Name (Print)

Signature of Principal	
Title	Date

Please mail your signed application and other materials to:

National Association of Surety Bond Producers
Membership Department
7735 Old Georgetown Rd, Suite 900
Bethesda, MD 20814
Phone: (240) 200-1270 Fax: (240) 6200-1295

We look forward to serving you as a Member of NASBP.



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NATIONAL ASSOCIATION OF SURETY BOND PRODUCERS (NASBP)

CODE OF ETHICS

(As referenced in the NASBP Bylaws)

PREAMBLE

The reliance of the public and the business community on sound practices in the surety industry imposes on professional surety bond producers an obligation to maintain high standards of technical competence, ethics and integrity. To this end, surety bond producers will strive at all times to:

- Improve their professional skills.
- Uphold the dignity and honor of the surety profession.
- Maintain high standards of personal conduct.
- Hold the affairs of their clients in strictest confidence.

CODE

In further recognition of the public interest and their obligation to the profession, NASBP expects its members to observe a Code of Ethics outlining responsibilities to:

- a) Not commit acts which may bring discredit to the profession of suretyship.
- b) Not knowingly violate the confidential relationships between them and their clients, and shall make every effort to determine that the same rules of confidentiality be maintained by the surety companies that they represent.
- c) Not discriminate in dealing with any clients because of sex, race, creed, color or country of origin.
- d) Keep informed of the federal, state and local laws and regulations governing agents and brokers of surety bonds.
- e) Continuously strive to keep themselves informed and educated regarding the principles of surety credit, surety industry affairs, and the services normally rendered by a surety bond producer.
- f) Aid and assist in the passage of local laws and ordinances which pertain to and benefit the surety industry, consistent with the interests of the public, and oppose legislation or regulations harmful to the interests of suretyship.
- g) Take an active interest in the affairs of the Association and serve actively on committees and furnish timely information to the Association or its officers that would be of significance or interest to the surety industry as a whole.
- h) Be represented at annual and regional meetings of the Association on a regular basis.
- i) Not advertise, in writing or by word of mouth, their professional attainments or services in a manner which would bring discredit to the profession.
- j) Develop and maintain a national network of mutual assistance by cooperating with and assisting fellow members in servicing their clients' requirements while operating beyond the area normally serviced by the fellow member.
- k) Not violate the confidential relationship between themselves and other fellow members with whom they may be or have been associated or in consultation.

- l) Maintain objectivity and integrity in the rendering of their services and shall not knowingly misrepresent facts.
- m) Strive to provide all relevant information that impacts surety decisions, and not knowingly withhold negative information.

Within the meaning of these ethics guidelines, the words “surety bond producers” shall mean any member organization of the Association whether individual proprietorship, partnership or corporation, its principals and any person involved in the conduct of surety operations by or for said member organization.

As a member of the National Association of Surety Bond Producers (NASBP), I agree that the firm named below, of which I am a principal or officer, will strive to act in accordance with this Code of Ethics, and to comply with all other provisions of the Bylaws of NASBP and any amendments thereto.

Date: _____

Signed by Officer or Principal of Firm: _____

Title: _____

Name of Firm: _____

Signatures of Bond Department Personnel: I have read this Code of Ethics and will strive to act in accordance with its provisions.

PLEASE PRINT NAME:

SIGNATURE:

Please mail your signed materials to:

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MEMBERSHIP AFFIDAVIT

A principal or officer of each applicant for membership must read, sign and date this affidavit and return it to the NASBP Membership Department along with other completed application materials.

I HEREBY AFFIRM THAT:

- (a) I am an officer or principal of my firm and I possess the authority to make this Affidavit; and
- (b) No current officer, owner, partner, manager, director or managing director of the firm has been charged with and duly convicted of a felony involving theft, conversion or fraud, including consumer, wire or mail fraud, in the performance of surety business or other business endeavors.

Firm Name: _____

Signature: _____ Date: _____

Print Name/Title: _____

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**NASBP INDIVIDUAL
MASTERFILE QUESTIONNAIRE**

Please make copies of this form before completing and return one form to NASBP for each individual that you wish to add to your membership roster.

Full Name: _____

Title: _____

Professional Designation: _____

E-mail Address: _____

Salutation: **Mr.** **Mrs.** **Ms.**

Date of Birth: ____/____/____
(Optional)

Are you the Key Contact for NASBP? **YES** **NO**

Are you the Government Relations Contact **YES** **NO**
for grass roots activities on legislative
and regulatory matters impacting surety?

If not, please provide NASBP with a Government Relations Contact:

Full Name: _____

E-mail Address: _____

Add your name to NASBP mailing list? **YES** **NO**

Add your name to the firm's listing in NASBP **YES** **NO**
membership directory?

Preferred nickname for NASBP meeting badges: _____

Spouse's name for NASBP meeting badges: _____

Home Address: _____

Home Phone: _____

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MEMBER DUES PRICE STRUCTURE

THIS IS NOT AN INVOICE

NASBP membership dues are based on the total surety bond premiums written by an agency, branch, office or division for the twelve months ending December 31, 20--. NASBP bylaws stipulate that every member office, whether the headquarters of an agency/brokerage firm or a participating division, branch office or subsidiary, shall each pay a membership investment to the Association based on the following schedule:

MEMBER DUES PRICE STRUCTURE/SINGLE OFFICE

	DUES
Total surety premiums - less than \$500,000	\$2,296
Total surety premiums - \$500,000 to less than \$1 million	\$2,871
Total surety premiums - \$1 million to less than \$3 million	\$4,018
Total surety premiums - \$3 million to less than \$6 million	\$4,592
Total surety premiums - \$6 million to less than \$10 million	\$5,052
Total surety premiums – Over \$10 million	\$5,511

MEMBER DUES PRICE STRUCTURE/TWO OFFICES (2)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$2,296	\$114	\$2,182
Total surety premiums - \$500,000 to less than \$1 million	\$2,871	\$144	\$2,727
Total surety premiums - \$1 million to less than \$3 million	\$4,018	\$202	\$3,816
Total surety premiums - \$3 million to less than \$6 million	\$4,592	\$229	\$4,363
Total surety premiums - \$6 million to less than \$10 million	\$5,052	\$253	\$4,799
Total surety premiums – Over \$10 million	\$5,511	\$277	\$5,234

MEMBER DUES PRICE STRUCTURE/MULTIPLE OFFICES (3-9)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$2,296	\$229	\$2,067
Total surety premiums - \$500,000 to less than \$1 million	\$2,871	\$288	\$2,583
Total surety premiums - \$1 million to less than \$3 million	\$4,018	\$402	\$3,616
Total surety premiums - \$3 million to less than \$6 million	\$4,592	\$460	\$4,132
Total surety premiums - \$6 million to less than \$10 million	\$5,052	\$505	\$4,547
Total surety premiums – Over \$10 million	\$5,511	\$552	\$4,959

MEMBER DUES PRICE STRUCTURE/MULTIPLE OFFICES DUES CAP

MULTIPLE MEMBER OFFICE LOCATION COMBINED DUES	DUES
10-15 Offices	\$30,050
16-20 Offices	\$32,782
Over 20 Offices	\$35,513

MEMBER DUES PRICE STRUCTURE/INTERNATIONAL SINGLE OFFICE

	DUES
Total surety premiums - less than \$500,000	\$1,148
Total surety premiums - \$500,000 to less than \$1 million	\$1,436
Total surety premiums - \$1 million to less than \$3 million	\$2,138
Total surety premiums - \$3 million to less than \$6 million	\$2,296
Total surety premiums - \$6 million to less than \$10 million	\$2,526
Total surety premiums – Over \$10 million	\$2,756

MEMBER DUES PRICE STRUCTURE/INTERNATIONAL TWO OFFICES (2)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$1,148	\$58	\$1,090
Total surety premiums - \$500,000 to less than \$1 million	\$1,436	\$72	\$1,364
Total surety premiums - \$1 million to less than \$3 million	\$2,138	\$107	\$2,031
Total surety premiums - \$3 million to less than \$6 million	\$2,296	\$114	\$2,182
Total surety premiums - \$6 million to less than \$10 million	\$2,526	\$127	\$2,399
Total surety premiums – Over \$10 million	\$2,756	\$138	\$2,618

MEMBER DUES PRICE STRUCTURE/INTERNATIONAL MULTIPLE OFFICES (3-9)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$1,148	\$114	\$1,034
Total surety premiums - \$500,000 to less than \$1 million	\$1,436	\$143	\$1,293
Total surety premiums - \$1 million to less than \$3 million	\$2,138	\$214	\$1,924
Total surety premiums - \$3 million to less than \$6 million	\$2,296	\$229	\$2,067
Total surety premiums - \$6 million to less than \$10 million	\$2,526	\$253	\$2,273
Total surety premiums – Over \$10 million	\$2,756	\$276	\$2,480

Member dues and affiliate fees paid to NASBP may be deductible as an ordinary and necessary business expense. However, they are not deductible as a charitable contribution. Please consult your tax advisor for more specific information or assistance. Under the Omnibus Budget Reconciliation Act of 1993, that portion of membership dues and fees used for lobbying is not deductible. It is estimated that ___% of membership dues, affiliate fees and associate fees will be used to fund NASBP's lobbying activities in 20__.