

Bail Bond Recovery Agent License Application

FOR VALIDATION ONLY

Please check one of the following:

- Bail Bond Recovery Agent License - \$400**
 Endorsement to Bail Bond Agent License - \$100

License no. _____

Make remittance payable to State Treasurer.
Send application with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Applicant Information

Last name		First name		Middle name	Birth date (mm, dd, yyyy)
Citizenship <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien		Social Security no. (required per rcw 26.23.150)		<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX ()	
Physical address				<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX ()	
City	State	Zip	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX ()		
Mailing address (if different)				<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX ()	
City	State	Zip	Date fingerprints submitted to WA St. Patrol		
Education <input type="checkbox"/> High School Graduate <input type="checkbox"/> GED <input type="checkbox"/> 3 Years Experience (attach proof)					

Mandatory Training Information

- Attach proof of training in the areas listed below (be sure to provide the dates you attended training classes).
- Include a copy of the training course curriculum and certification or transcript showing course completion.

Civil and Criminal Law (Check One)
 Self-Study Training Attended – Date _____

Procedures for Field Operations (Check One)
 Exempt* Training Attended – Date _____
**If exempt, submit documentation of length of service, duties, and date of retirement or separation from law enforcement, or as a peace officer in the armed forces, within the last 6 years.*

Date Class Attended (must be within the last 12 months)

Firearms Training _____

Taser _____

Baton – Expandable, Straight Stick, or Side Handle _____

Oleo Capsicum (OC) Resin Sprays or Foams _____

Complete this section only if you will be carrying a firearm while working as a Bail Bond Recovery Agent		
Firearms Certification	Firearms certification no.	Date issued
Concealed Pistol License	License no.	Expiration date
Alien Firearms License – if applicable	License no.	Expiration date

Applicant Personal Data



1. Have you **ever** been convicted of a crime including juvenile convictions? **Do not include traffic convictions for driving under the influence, driving while suspended, or reckless driving.** Yes No
- If you answered **YES**, you must list the conviction(s) below and submit a **copy of the court record**.
 - If you fail to provide the requested information, including the court records, your application may be denied.
 - If you fail to disclose a conviction, your application may be denied for misrepresentation. If you are not sure of your record, please do the research before you apply. Application fees are non-refundable.

WHAT WERE YOU ARRESTED FOR?	DATE	CITY AND STATE	NAME OF COURT	OUTCOME OR CONVICTION CLASSIFICATION
1.				
2.				
3.				

For additional convictions, attach a separate peice of paper and follow instructions above.

2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, or the federal government, or any other jurisdiction? Yes No
3. Has any professional or occupational license, certification, or permit held by you been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? Yes No

Exam Scheduling

Exams are given at Licensing Services Offices around the state. Please select the location you would most like to be scheduled for the exam from the list below.

Auburn	Kirkland	Seattle – Greenwood
Bellevue	Lynnwood	Smokey Point
Bellingham	Olympia	Spokane East
Bothell	Omak	Sunnyside
Bremerton	Parkland	Tacoma South
Clarkston	Port Angeles	Tacoma West
Everett	Port Townsend	Union Gap
Federal Way	Puyallup	Vancouver
Kennewick	Renton	Walla Walla
Kent	Seattle – Downtown	Wenatchee

Applicant Affidavit

I, _____, have carefully read the information on this form. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of the bail bond recovery agent license in the State of Washington.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

DATE _____ PLACE SIGNED (CITY & STATE) _____

X
APPLICANT'S SIGNATURE _____

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

Bail Bond Recovery Agent Application Requirements

Do I need a bail bond recovery agent license?

- Yes. If you locate, apprehend, and surrender fugitive criminal defendants into custody, you must apply for a bail bond recovery agent license.
- Yes. If you are a bail bond agent or qualified agent who intends to perform the duties of a bail bond recovery agent as described above, you must apply for a bail bond recovery agent endorsement.

What are the minimum requirements I must meet to qualify for a bail bond recovery agent license or endorsement?

- Be at least 21 years of age
- Be a citizen or legal resident alien of the United States
- Not have been convicted of a crime in any jurisdiction, if the crime directly relates to the capacity to perform the duties of the bail bond recovery agent
- Have a high school diploma, GED, or proof of 3 years experience in the bail industry
- Complete pre-license training in the required topics
- Take and pass an exam covering the training topics

What kind of documents must I submit to get a bail bond recovery agent license?

- A completed bail bond recovery agent application (*attached*)
- Proof of completion of a course of training in civil and criminal law listed below (*indicate on application if completed by self-study*):
 - State statutes relating to bail regulations
 - Constitutional law
 - Procedures for exoneration and surrendering defendants into custody
 - Civil liability
 - Civil rights of persons who are detained in custody
 - Basic principles of identifying and locating defendants to include public records, confidentially, and surveillance
 - Contracts
 - Powers of a bail bond recovery agent
- Certification showing proof of training in procedures for field operations listed below*
 - Use of force and degrees of force
 - Safety techniques
 - Entering and searching buildings
 - Custody and transportation of prisoners including persons who are mentally ill or under the influence of alcohol or drugs
 - Defensive tactics
 - Power of arrest

* **Exception:** In place of completing the training in procedures for field operations, proof of completion of a course of training required by a municipal, state or federal law enforcement agency or a branch of the armed forces to carry out the duties of a peace officer within the past six years.

- Certification showing proof of training in Taser
- Certification showing proof of training in Baton – either expandable, straight stick, or side handle
- Certification showing proof of training in Oleo capsicum resin sprays or foams rated at 100,000 to 2,000,000 Scoville Heat Units
- Proof of firearm training

Where can I take this training?

- Training in civil law may be achieved through public or private instruction or self-study.
- Training in procedures for field operations may be achieved through public or private instruction.
- Training in the use of Firearms, Taser, OC Spray, and Baton can be received by any instructor. Verification of their credentials before contracting their services is recommended.

What is required if I'm carrying a firearm while working as a bail bond recovery agent?

- Proof of Firearms Certification from Criminal Justice Training Commission
- Proof of Concealed Pistol License
- Proof of Alien Firearm License, if you are a resident alien

Will I have to take an exam?

- Yes, all bail bond recovery agent applicants must take and pass an exam demonstrating their knowledge and proficiency in all of the training requirements. Applicants must correctly answer 35 out of 50 multiple-choice questions to pass the exam.
- Exams are scheduled after the Department of Licensing receives your bail bond recovery agent license application. You may choose where you prefer to take the exam from the locations listed on the application form.

What are the fingerprint requirements?

- All bail bond recovery agent license or endorsement applicants must be fingerprinted by a law enforcement agency on the enclosed fingerprint card.
- Completed fingerprint cards must be submitted to the Washington State Patrol with a check or money order for the processing fee of \$54 made payable to the Washington State Patrol, Identification and Criminal History Section.
- Mail to: **Washington State Patrol**
Identification and Criminal History Section
PO Box 42633
Olympia WA 98504-2633
- If you would like to have your fingerprints taken and submitted directly at the WSP office in Olympia, you may contact them at (360) 705-5100 for more information.

Where do I submit my application?

- Mail your completed application and required documentation with a check or money order, made payable to the Washington State Treasurer to:
Department of Licensing
Bail Bonds Program
PO Box 9048
Olympia WA 98507-9048

If you have questions or comments, please contact us at:

Telephone: (360) 664-6624

Fax: (360) 570-7888

Email: Security@dol.wa.gov