



Bail Bond Recovery Agent License Application

Send this completed form with a check or money order, payable to the Washington State Treasurer, to:

Bail Bonds Program
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Telephone: (360) 664-6624

For validation only

This is an application for:

- Bail bond recovery agent license – **\$450** (includes fingerprint/background check fees)
 - Endorsement to bail bond agent license – **\$100**
- License number _____

Applicant information

TYPE OR PRINT Name (Last, First, Middle)			Date of birth
Citizenship <input type="checkbox"/> U.S. citizen <input type="checkbox"/> Resident alien		Social Security number <small>Used for child support enforcement. Kept on file. RCW 26.23.150</small>	(Area code) Home telephone number
Street address			(Area code) Work telephone number
City	State	ZIP code	(Area code) Cell phone number
Mailing address (if different)			(Area code) Fax number
City	State	ZIP code	email
Education <input type="checkbox"/> High school graduate <input type="checkbox"/> GED <input type="checkbox"/> Three years of experience (attach proof)			

Mandatory training information

Attach proof of 32 hours of training as described in WAC 308-19-305(b)(ii, iii, iv, v). 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.

Procedures for field operations (check one) <input type="checkbox"/> Exempt* <input type="checkbox"/> Training attended – Date _____ <i>*If exempt, submit documentation of your 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 six years.</i>	
Civil and criminal law (check one) <input type="checkbox"/> Self-study <input type="checkbox"/> Training attended – Date _____ <div style="text-align: right;">Date you attended the class (must be within the last 12 months)</div>	
Gun safety training	_____
Taser	_____
Baton – expandable, straight stick, or side handle	_____
Oleo capsicum (OC) resin sprays or foams	_____
<i>Submit a copy of your current concealed pistol license.</i>	

Complete the sections below only if you will be carrying a firearm while working as a bail bond recovery agent.

Firearms certification number	Date issued
Alien firearms license number (if applicable)	Expiration date

Applicant personal data

1. If you have ever been convicted of a crime, including juvenile convictions, you must provide complete information about your conviction(s) and include copies of your court records. A determination of your eligibility cannot be made until all documentation is received and a complete criminal history record check has been completed.
- Do not include traffic violations for driving under the influence, driving while suspended, or reckless driving.
 - If you are not sure of your record, please do the research before you apply. Application fees are non-refundable.

What were you convicted of?	Date	Name of court	City and state	Misdemeanor, gross misdemeanor, or felony?
1.				
2.				
3.				

To show additional convictions, attach pages.

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, by 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

Fingerprinting

Provide one set of fingerprints with your application.
We will conduct a criminal history background check as part of the application process.

Exam scheduling

Exams are given at driver licensing offices across the state. Select the location where you would like to take your exam, putting a "1" for your first choice and a "2" for your second choice. A licensing representative will contact you for scheduling.

- | | | | |
|--------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> Auburn | <input type="checkbox"/> Kennewick | <input type="checkbox"/> Port Townsend | <input type="checkbox"/> Tacoma (South) |
| <input type="checkbox"/> Bellevue | <input type="checkbox"/> Kent | <input type="checkbox"/> Puyallup | <input type="checkbox"/> Tacoma (West) |
| <input type="checkbox"/> Bellingham | <input type="checkbox"/> Kirkland | <input type="checkbox"/> Renton | <input type="checkbox"/> Union Gap |
| <input type="checkbox"/> Bothell | <input type="checkbox"/> Lynnwood | <input type="checkbox"/> Seattle (downtown) | <input type="checkbox"/> Vancouver |
| <input type="checkbox"/> Bremerton | <input type="checkbox"/> Olympia | <input type="checkbox"/> Seattle (Greenwood) | <input type="checkbox"/> Walla Walla |
| <input type="checkbox"/> Clarkston | <input type="checkbox"/> Omak | <input type="checkbox"/> Smokey Point | <input type="checkbox"/> Wenatchee |
| <input type="checkbox"/> Everett | <input type="checkbox"/> Parkland | <input type="checkbox"/> Spokane (East) | |
| <input type="checkbox"/> Federal Way | <input type="checkbox"/> Port Angeles | <input type="checkbox"/> Sunnyside | |

Applicant certification

Providing false information in this application may be cause for the denial, suspension, or revocation of your bail bond recovery agent license in the state of Washington.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____ **X** _____
Date and place Applicant signature

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

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 664-6624 or TTY (360) 664-8885.

Frequently Asked Questions

Do I need a bail bond recovery agent license?

If you locate, apprehend, and surrender fugitive criminal defendants into custody, you must apply for a bail bond recovery agent license.

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 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 three years of 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 license?

- A completed bail bond recovery agent application and a fingerprint card
- A copy of your current concealed pistol license
- 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
- 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 a gun safety training course

* **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.

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 (required for licensure)
- Proof of alien firearms 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 we receive 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 us with the application

Where do I submit my application?

Mail your completed application and required documentation with a check or money order, payable to the Washington State Treasurer, to:

**Bail Bond Program
Department of Licensing
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