



Bail Bond Recovery Agent License Application

Send this completed form with a check or money order, payable to the Department of Licensing, to:

Bail Bonds Program
Department of Licensing
PO Box 35001
Seattle, WA 98124-3401

Telephone: (360) 664-6611



This is an application for:

- ☐ Bail bond recovery agent license – **\$450**
☐ Endorsement to bail bond agent license – **\$100**

License number _____

Applicant information

TYPE OR PRINT Name (<i>Last, First, Middle</i>)			
Social Security number required*		Date of birth (<i>mm/dd/yyyy</i>)	Citizenship ☐ U.S. citizen ☐ Resident alien
Street address			
City		State	ZIP code
(Area code) Home telephone number	Email		Gender ☐ Male ☐ Female
Mailing address (<i>if different</i>)			
City		State	ZIP code
Concealed Pistol License number	CPL expiration date	UBI number	
Education ☐ High school diploma/GED ☐ Three years of experience as a bail bond agent (<i>attach proof</i>)			

*All applicants are required by federal and state law to provide their Social Security number (SSN) for use in child support enforcement programs (42 U.S.C. 666(a)(13) and RCW 74.20A.320). It may also be used for education loan repayment programs and identification of records with similar names. Submission of your SSN is mandatory; failure to submit it will result in denial of your application.

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.

Required training	Date training attended	Other options
Procedures for field operations		☐ Exempt*
Civil and criminal law		☐ Self-study
Gun safety training**		
Taser**		
Baton – expandable, straight stick, or side handled**		
Oleo capsicum (OC) resin sprays or foams		

Attach a copy of your current concealed pistol license.

*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.

**Training must be within the last 12 months.

Criminal history

Answer the questions below. If you answer "Yes," attach a detailed explanation.

In this state or any other jurisdiction are you or have you:

1. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? ☐ Yes ☐ No
2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? ☐ Yes ☐ No
3. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) ☐ Yes ☐ No

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

To show additional convictions, attach pages.

Fingerprinting

All bail bond recovery agents must have fingerprint-based background checks. For information about the fingerprinting and background check process, go to www.dol.wa.gov/business/fingerprinting.html.

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.

	Bellingham		Kent		Puyallup		Union Gap
	Bel-Red		Lynnwood		Renton		Vancouver (136th Ave)
	Bremerton		Olympia		Seattle (25th Ave)		Walla Walla
	Clarkston		Omak		Smokey Point		Wenatchee
	Everett		Parkland		Spokane (Sprague Ave)		
	Federal Way		Port Angeles		Sunnyside		
	Kennewick		Port Townsend		Tacoma (Yakima Ave)		

By completing this application, you authorize any business associates (past and present) and any government agencies (local, state or federal) to release any information, files, or records which may be required for a background investigation to the Department of Licensing.

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

Date and place

X

Applicant signature

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.

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
- Have a current license or equivalent permit to carry a concealed pistol.

What kind of documents must I submit to get a license?

- A completed bail bond recovery agent application
- 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.

What are the fingerprint requirements?

Go to www.identogo.com to schedule an appointment and pay for a fingerprint-based background check.

All bail bond recovery agent applicants require both an in-state and a national background check.

Where can I take the required 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)

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 50 multiple-choice questions by at least 85% 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.

Where do I submit my application?

Mail your completed application and required documentation with a check or money order, payable to the Department of Licensing, to:

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Department of Licensing
PO Box 35001
Seattle, WA 98124-3401**

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

Telephone: (360) 664-6611

Fax: (360) 570-7888

Email: Security@dol.wa.gov