



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

P.O. Box 1300 • Richmond, VA 23218
Phone: (804) 786-4700 • Fax: (804) 786-6344 www.dcjs.virginia.gov/pss

Status Hotline
(804) 786-1132
1-877-9STATUS

Bail Bondsman – ADDITIONAL LICENSE CATEGORY APPLICATION

IMPORTANT INFORMATION

- **If you are applying to add PROPERTY BAIL BONDSMAN to your current license please review the [Collateral Requirements](#) and attach the items below and all required supporting documentation with this application.**
 - [Bail Bondsman Property Collateral Verification Form](#)
 - [Bail Bondman Title Certificate Report](#) for each real estate property being submitted for collateral
 - [Deed of Trust](#) for each real estate property being submitted for collateral
 - [Control Agreement](#) for each financial account being submitted for collateral.
- **If you are applying to add AGENT BAIL BONDSMAN to your current license you must attach the following:**
 - A **Special Power of Attorney-Appointing Agent** from your sponsoring Property Bail Bondsmen.
- **If you are applying to add SURETY BAIL BONDSMAN to your current license you must attach the following:**
 - Proof of Property & Casualty Agent license issued by the Virginia State Corporation Commission, Bureau of Insurance.
 - Copies of each Qualifying Power of Attorney that will be used for bonding purposes.

Bail Bondsman Category and Fee

Property Bail Bondsman
\$250.00

Agent Bail Bondsman
\$100.00

Surety Bail Bondsman
\$100.00

Applicant Information

DCJS ID: 99- Last Name: First Name: MI:

Mailing Address: Check if New Address

City, State, Zip:

Email Address:

Home Phone: ()

Business Phone: ()

Fax: ()

Employment Information

NOTE: The business name and physical address provided will be posted on the [DCJS Bail Bondsmen Directory](#) website www.dcjs.virginia.gov/pss pursuant to *Virginia Code §9.1-185.17*.

*If this is also your home residence and you do not wish to have this information posted, please check here:

Business Name:

FEIN:

DBA/Trade As Name:

Attach a copy of the certificate filed with the circuit court pursuant to *Va. Code § 59.1-69 through § 59.1-76*.

Business Physical Address*: Check if New Address

City, State, Zip:

Email Address:

Business Phone: ()

Fax: ()

Affirmation

- _____ (initial) I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information.
- _____ (initial) I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial of my application.
- _____ (initial) I understand that any misrepresentation, falsification or omission of pertinent information may be forwarded to the Commonwealth's Attorney Office for criminal prosecution.
- _____ (initial) I understand that any misrepresentation, falsification or omission of pertinent information may result in criminal charges, including but not limited to feloniously forging and uttering a public document in violation of Va. Code § 18.2-168.
- _____ (initial) I understand that I am responsible for maintaining full compliance with the Virginia Code and applicable regulations relating to Surety and Property Bail Bondsmen and Bail Enforcement Agents.
- _____ (initial) I hereby give consent and authorize the Virginia State Police and the Federal Bureau of Investigations to process my fingerprints for a criminal history records check and report the results of such record to the Virginia Department of Criminal Justice Services (DCJS). I authorize the Virginia State Police to archive my fingerprints for the purpose of reporting any future criminal history information. I fully understand that if I am arrested this information may be reported to DCJS.

Print Name:

Signature Required: _____ Date: _____
mm/dd/yy

APPLICATION MUST BE NOTARIZED

STATE OF VIRGINIA
CITY/COUNTY OF _____, to wit:

The foregoing application was acknowledged before me this _____ day of _____, 20____
by _____.

My commission expires: _____

Notary Registration Number: _____

Notary Public

All fees are non-refundable. Applications received without payment will be returned.

Submit a check or money order payable to the TREASURER OF VIRGINIA,
or pay by credit card using the [Credit Card form](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf) available at www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf
— this form must be included with your application package when paying by credit card.