

COMMONWEALTH OF VIRGINIA Department of Criminal Justice Services

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Bail Bondsman – APPLICATION CHECKLIST

- Submit the Bail Bondsman License Application or apply online at <u>www.dcjs.virginia.gov/online</u>.
- If you are going to carry or have access to a firearm you must also maintain a Firearms Endorsement and complete all required firearms training. For additional information and forms, please access the Bail Bondsman Firearms Endorsement link on the Virginia Department of Criminal Justice Services (DCJS) website.
- Generation For **Surety** Bail Bondsmen, you <u>must</u> include:
 - Proof of being licensed as a Property & Casualty Agent in the form of a certification issued by the Virginia State Corporation Commission, Bureau of Insurance.
 - Copies of each Qualifying Power of Attorney that will be used to provide surety if available. Each must contain the name and contact information for *both* the surety agent and the registered agent. If unable to submit a power of attorney at this time check here.
- General Bail Bondsmen, you <u>must</u> include:
 - Special Power of Attorney Appointing Agent form
- Generation For **Property** Bail Bondsmen, you <u>must</u> include:
 - □ If using Real Estate for collateral:
 - o Title Certificate Report (one for each property)
 - Title search supporting documentation
 - Copies of lien/obligation documents
 - o Appraisal or Tax Assessment
 - If submitting an appraisal:
 - Complete copy of appraisal
 - <u>Third Party Beneficiary Form</u>
 - If submitting a Tax Assessment submit a true copy of the current tax assessment
 - o Deed of Trust
 - If you are <u>not the sole owner</u> of the property, you must submit a <u>Special Power of Attorney</u> form.
 - If you are <u>not the sole owner</u> of the property you are using:
 - If owned by an LLC or Corporation:
 - List of all managing members
 - Copy of operating agreement
 - If owner by a Partnership:
 - Copy of operating agreement
 - If owned by a Family Trust:
 - Must include all managing members/trustees and their signatures
 - Complete copy of the Trust
 - □ If using Cash or Certificates of Deposit:
 - o Copy of Financial Statement/Certificate of Deposit
 - o Control Agreement
 - o If you are not the sole owner of the account, you must submit a Special Power of Attorney form.