



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

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Bail Bondsman – RECOVERY FORM

IMPORTANT INFORMATION

- Pursuant to the Regulations Relating to Property and Surety Bail Bondsman 6 VAC20-250-270.F. *“A bail bondsman must complete and maintain the information on the recovery of a bailee on a form prescribed by the department.”** This is to include actual recovery as well as all attempts to recover the bailee.
- Pursuant to the Regulations Relating to Property and Surety Bail Bondsman 6 VAC20-250-270.A. *“During the recovery of a bailee, a bail bondsman shall have a copy of the relevant recognizance for the bailee. In the event a bail bondsman is recovering the bailee of another bondsman, he shall also have written authorization from the bailee's bondsman obtained prior to affecting the capture.”*
- Pursuant to the Regulations Relating to Property and Surety Bail Bondsman 6 VAC20-250-270.C. *“Absent exigent circumstances, a bail bondsman shall give prior notification of at least 24hours to local law enforcement or state police of the intent to apprehend a bailee. In all cases, a bail bondsman shall inform local law enforcement within 30 minutes of capturing a bailee.”*

Please attach all of the relevant recognizance and the [Recovery Authorization Form](#) corresponding with this individual and the case(s) listed below.

Individual Recovering Bailee

DCJS ID Number: 99-	Name:	<input type="checkbox"/> Bail Bondsman <input type="checkbox"/> Bail Enforcement Agent
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Bailee Information

Name:	Court Case Number:
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Recovery Information

Recovery Location:	Date:	Time:
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Individuals Present during Recovery:

Police Authority Notified:

Notification Time and Date Before Recovery:	Notification Time and Date After Recovery:
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If the Police were not notified, why?

Facility Bailee was surrendered to:	Date:	Time:
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Circumstances Surrounding Recovery (add additional pages if needed)

Report any injuries or property damage that occurred during the recovery of the bailee.

Recovering Individual: _____
Signature

Date: _____
mm/dd/yy

**The use of "department" in the regulations refers to the Virginia Department of Criminal Justice Services, Division of Regulatory Affairs.*