



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

Bail Enforcement Agent – LICENSING APPLICATION – 2 YR LICENSE FEE \$200.00

IMPORTANT INFORMATION

- Submit a Criminal History Processing Form with the \$25.00 processing fee and schedule an appointment to have your fingerprints scanned. To schedule an appointment follow the instructions on the Criminal History Processing Form.
- 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 Firearms Endorsement link on the Virginia Department of Criminal Justice Services (DCJS) website.
- For Renewals Only* If the current license is expired, you have 60 days from the date expiration to submit a non-refundable reinstatement fee of **\$100.00** and meet all of the renewal requirements. If the 60 day reinstatement period has passed, AND you are no longer eligible for renewal and you must complete the initial registration process. *You cannot work during a reinstatement period.*

Type of Application (Select one)

Initial Application

Renewal Application

Applicant Information

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Business Name:			
Trading As:			
Mailing Address (Street/Apt.#):		City, State, Zip:	
Physical Address (if different than Mailing Address):*		City, State, Zip:	
Email Address:			
Home Phone: ()	Business Phone: ()	Fax: ()	

NOTE: The business name and physical address provided will be posted on the DCJS Bail Bondsmen Directory webpage according to *Virginia Code § 9.1-185.17*.

Eligibility Determination – Please answer each question

1. Do you have a high school diploma or GED?	<input type="checkbox"/> YES Date received: <input type="checkbox"/> NO If NO, you are not eligible.
2. Are you an employee of a local or regional jail; sheriff's office; state or local police department; or an employee of a Commonwealth's Attorney's Office, Department of Corrections, Department of Criminal Justice Services (DCJS), or a local community corrections agency?	<input type="checkbox"/> YES If YES, you are not eligible. <input type="checkbox"/> NO
3. Have you submitted fingerprints to DCJS for a Criminal History Check for the purpose of obtaining a bail enforcement agent license within the previous 90 days of this application?	<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, you are required to submit a Fingerprint Application Form, a fingerprint card and \$50.00 processing fee for a national and state criminal history check. Please be aware that you may not be eligible for licensure if you have previous convictions.

4. Have you satisfactorily completed all required mandated entry-level training?	<input type="checkbox"/> YES <input type="checkbox"/> NO If NO , a license cannot be issued until training has been completed.
5. Have you had your photo taken by a certified training school or with DCJS?	<input type="checkbox"/> YES Date completed: _____ Training School: _____ <input type="checkbox"/> NO If NO , you MUST schedule an appointment to have your photo taken at an approved photo site in order for your license to be issued upon final approval. For a list of available photo sites, please view our website www.dcjs.virginia.gov .
6. Are you going to carry or have access to a firearm while on duty?	<input type="checkbox"/> YES If YES , you MUST also submit an application and fee for a Firearms Endorsement and complete all required firearms training. <input type="checkbox"/> NO
7. Have you, your employees, or your firm committed any act or omission which resulted in a license or legal credential being suspended, revoked, non-renewed or being otherwise disciplined in any local, state (including Virginia) or national regulatory body?	<input type="checkbox"/> YES If YES , attach copies of any correspondence or documentation related to this matter to include the name of the jurisdiction in which it took place, the license number, and the name of the business/individual involved. Provide an explanation of the events, including a description of the disciplinary proceeding and the type of sanctions that were imposed. <input type="checkbox"/> NO

Affirmation	
<p>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. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges. I understand that I am responsible for maintaining full compliance with the <i>Code of Virginia</i> and the Regulations relating to Bail Enforcement Agents.</p>	
Print Name: _____	
Signature Required: _____ Date: _____ <div style="text-align: right; margin-right: 50px;">mm/dd/yy</div>	

All fees are non-refundable. Forms 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 Authorization form available on our website. This form must be included with your form package when paying by credit card.

We do not accept cash.