



**Bail Bond Recovery Agent
License Application**



Apply online: <https://professions.dol.wa.gov>

Or mail 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**



For questions or language help call: (360) 664-6611

Fees

- Bail bond recovery agent license—**\$490**
- Endorsement to bail bond agent license—**\$100**
License number _____

Licenses are available for self-printing with an online account.
If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

- \$0 self-print license online.
- \$5 each. DOL print and mail license. Quantity _____ Total \$ _____

Applicant information

TYPE or PRINT Name as you would like it to appear on your license			
Full legal name (<i>Last, First, Middle</i>)			
Social Security number*		Date of birth (<i>mm/dd/yyyy</i>)	Citizenship <input type="checkbox"/> U.S. citizen <input type="checkbox"/> Resident alien
Street address			
City		State	ZIP code
(Area code) Home phone number	Email		
Mailing address (<i>if different</i>)			
City		State	ZIP code
Concealed Pistol License number		CPL expiration date	
Military? (<i>check if applicable</i>) Current or former: <input type="checkbox"/> Military member <input type="checkbox"/> Military spouse or domestic partner			

*You are not required to have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN or TIN) to apply for or be issued a license. If you do not have an SSN or ITIN, leave that section blank. If you do have a SSN, ITIN or TIN, you are required by federal and state law to provide it on the application (42 U.S.C. 666(a)(13) and RCW 74.20A.320).

Mandatory training certification

Answer the following

1. Have you taken the required 32 hours of pre-license training and can you provide this documentation upon request? Yes No
2. Have you completed the required training for Taser, Baton-expandable, straight stick or side-handled and Oleo Capsicum (OC) resin sprays or foams within the last 12 months and can you provide this documentation upon request? Yes No
3. Have you received a firearms certification issued through the Criminal Justice Training Commission for your Bail Bond Recovery Agent profession if you will be carrying a firearm during the course of your duties and can provide this documentation upon request? Yes No
4. Do you have a high school diploma or GED or have 3 years experience in the bail industry and can you provide documentation upon request? Yes No

Legal background

Answer the following

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

1. Within the last 5 years, in this state or any other jurisdiction, have you 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. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) Yes No

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 declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name

X

Date and place

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 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.
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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?

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

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

Phone: (360) 664-6611

Email: security@dol.wa.gov