



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
PO Box 9649 • Olympia, Washington 98507-9649

DATE:

**BAIL BOND AGENCY RECORD AUDIT TECHNICAL ASSISTANCE  
SELF AUDIT FORM**

1. Licenses on file and posted in the place of business.

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

2. Advertisements – Show address and license number.

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

3. Bank trust account records;

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

4. Duplicate receipt book or receipt journal;

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

5. Prenumbered checks;

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

6. Check register or cash disbursement journal;

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

7. Validated bank deposit slips;

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

8. Reconciled bank monthly statement (client liability vs bank statement);

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

9. All cancelled checks;

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

10. All voided checks;

\_\_\_\_ OK or COMMENT: \_\_\_\_\_

11. "Client information" which includes defendant's name, application, dates of transactions, amount received, amount disbursed, current balance, check number, item(s) covered, indemnitor's agreement, and indemnity agreements, premium receipts, collateral receipt(s), letter(s) of forfeiture or surrender form(s), letter(s) of demand and affidavit(s), if surrendered before a forfeiture has occurred, and any written information or communication that may have influence on the bail bond or collateral placed for the bail bond;  
 \_\_\_\_\_ OK or COMMENT: \_\_\_\_\_
12. A transaction folder or file containing a copy of all agreements and related correspondence for each transaction;  
 \_\_\_\_\_ OK or COMMENT: \_\_\_\_\_
13. Records or description of all collaterals, securities, or monetary instruments received or held in the bail bond business transactions;  
 \_\_\_\_\_ OK or COMMENT: \_\_\_\_\_
14. Records of training and/or continuing education for each bail bond agents employed in that agency;  
 \_\_\_\_\_ OK or COMMENT: \_\_\_\_\_
15. Records of exoneration of all bail bond transactions which include: (i) Court, citation or case number (ii) date of issuance of the bail (iii) the defendant's name, address and telephone number (iv) amount of the bond (vi) name of the court (vii) date of exoneration of the bond.  
 \_\_\_\_\_ OK or COMMENT: \_\_\_\_\_
16. The above records shall be maintained for a minimum period of three years.  
 \_\_\_\_\_ OK or COMMENT: \_\_\_\_\_
17. All funds and monetary instruments received by the agency from customers or clients in business transactions shall be deposited into the trust account within three working days of receipt.  
 \_\_\_\_\_ OK or COMMENT: \_\_\_\_\_

Department of Licensing

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