



**State of Utah**  
**Department of Public Safety**  
**RENEWAL APPLICATION FOR BAIL BOND RECOVERY LICENSE**

**RENEWAL APPLICATION**  
**INSTRUCTIONS**

**WHO MAY APPLY**

You may apply for a bail enforcement license if you are:

- at least 21 years of age, and
- a citizen or legal resident of the United States
- of good moral character

**WHERE TO APPLY**

Bureau of Criminal Identification  
4315 S 2700 W Ste 1300  
Taylorsville, Ut 84129

**HOW TO APPLY**

Complete the attached application by typing or clearly printing in ink. Attach all documentation required as outlined in the instructions. Every application must be signed prior to being submitted.

**COST TO APPLY**

- An application fee of **\$150** for a Bail Enforcement Agent.
- An application fee of **\$100** for a Bail Recovery Agent or Bail Recovery Apprentice.

The application fee is non-refundable and must be included with your application. The Bureau will accept cash, check, money order or credit cards. Name and address must be imprinted on check. Credit card payment **must include the 3 or 4-digit control number from the back of the card**. Make check or money order payable to the **Utah Bureau of Criminal Identification**. There will be a \$20.00 service charge for returned checks.

**DO NOT SEND CASH IN THE MAIL**

**WHAT MUST ACCOMPANY THE APPLICATION**

● **PHOTOGRAPH:**

One recent color photograph of passport quality, measuring 2"X2".

● **TRAINING:**

Every renewal applicant will be required to complete eight hours of continuing classroom instruction.

● **SURETY BOND**

A bail enforcement surety bond in the amount of \$10,000 is required. The bond should reference sections 53-11-110 and 53-9-113, and must remain in force throughout the license period.

● **CARRYING A FIREARM:**

If you intend to carry a firearm while acting in a bail enforcement capacity you **must** possess a Utah Concealed Firearm Permit. A copy of your firearms course completion certificate must be included in this application if this is your first time applying for firearms authorization.

● **IDENTIFICATION:**

Photocopy of your drivers license or state issued identification card

● **WORKERS COMPENSATION INSURANCE:**

If you are a bail enforcement agent who intends on operating a bail bond recovery agency, a current copy of your workers compensation insurance must accompany this application.

**ADMINISTRATIVE RULES**

- Prior to submitting your application, please take time to review the administrative rules regarding the regulation of bail bond recovery and enforcement agents. The administrative rules are located on the Bureau website: [bci.utah.gov/bail-enforcement](http://bci.utah.gov/bail-enforcement)

**UTAH PUBLIC MEETING NOTICE**

- Upcoming Bail Bond Recovery Licensure Board Meetings are listed on the Utah Public Meeting Notice website. To access the information go to: <http://utah.gov/pmn/index.html>

**APPLICATION PROCESSING**

- Applications will be accepted from 8:00 a.m. until 5:00 p.m. Monday – Friday at the Bureau office. You may also apply by mail.
- Once the Bureau receives an application, a background check will be conducted.
- The processing of an application may take up to 90 days. To avoid delays, an applicant should submit complete and accurate information.

**RENEWAL NOTICES**

Renewal notices will **NOT** be mailed out, therefore it is the licensee's responsibility to ensure their licenses are renewed prior to expiration.



Utah Code Ann. § 53-11-121 allows a bail enforcement agent or bail recovery agent to wear or display a badge of a design approved by the Bail Bond Recovery Licensure Board. A bail enforcement agent or bail recovery agent may obtain a badge from any source, so long as it is identical to the badge depicted on the bureau's website and complies with the following specifications:

- (i) the badge must be 2.55 inches high and 2.66 inches wide;
- (ii) the badge must be in the shape of a five point star on a circle;
- (iii) the star must be gold in color and the circle must be silver in color;
- (iv) the center of the star must be black in color and contain a seal with the phrase "Liberty & Justice For All";
- (v) the text of the badge must be written in block lettering and must be black;
- (vi) the silver circle must contain two panels with writing to indicate whether the agent is a bail enforcement or bail recovery agent; and
- (vii) the badge must contain two gold panels with writing to indicate the word "Utah" on the top panel and the agent's license number on the bottom panel.

A licensee may display the badge only if:

- (a) the licensee is also at the same time wearing an article of clothing that conspicuously displays on the chest and back of the article of clothing lettering that clearly identifies the licensee as a bail enforcement or recovery agent;
- (b) the licensee also displays the licensee's identification card described in Section 53-11-116.5, either:
  - (i) upon request, while acting as a bail enforcement agent; or
  - (ii) as necessary for the licensee to demonstrate authority while acting as a bail enforcement agent;
- (c) the licensee is making a planned apprehension of a defendant, and the licensee is also wearing an article of clothing described in Subsection (4)(a) or Subsection (5);
- (d) the licensee is making an apprehension that is unplanned and under exigent circumstances, and the licensee is not wearing clothing described in Subsection (4)(a) or Subsection (5); or

(e) the licensee is acting as a bail enforcement agent but is not engaged in a planned apprehension or in another situation that does not require that the agent be wearing clothing as described in Subsection 53-11-121 (4)(a) or (5) in order to display the badge.

The identifying clothing authorized for a bail enforcement agent, bail recovery agent or bail recovery apprentice must contain the words "bail enforcement agent", "bail recovery agent" or "bail recovery apprentice" written on both the chest and back and must meet the following requirements:

- (i) the writing on the back must be at least two inches in height;
- (ii) the writing on the chest must be at least one half of an inch in height; and
- (iii) the writing must be in a color that contrasts with the color of the item of clothing.

***Bail Recovery Apprentices are not authorized to display a badge.***



**State of Utah  
Department of Public Safety  
RENEWAL APPLICATION FOR BAIL ENFORCEMENT LICENSING**

Your application will **not** be processed unless this form is completely filled out, all applicable questions have been answered, and the required forms and documentation attached. Submit the appropriate fee as indicated below. Checks, money orders, and credit cards must be made payable to "Utah Bureau of Criminal Identification". Please do not send cash in the mail.

Bureau Use Only

**FEES ARE NON-REFUNDABLE. Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.**

- Bail Bond Recovery Agency**       **Bail Enforcement Agent \$150**  
 **Bail Recovery Agent \$100**       **Bail Recovery Apprentice \$100**

In accordance with section 53-9-115 of the Utah Code, late fees will be assessed if an application is not received on time. A renewal will not be granted if the application is received more than 90 days after the expiration of your license. **There will be a late fee of \$50.00 for Enforcement Agent or \$30 for Recovery or Apprentice if expired more than 30 days.**

Are you applying for firearms authorization?       Yes       No

If "yes" include the appropriate documentation with your application

Note: If you are applying for a firearms authorization, you will need to obtain a Utah Concealed Firearm Permit.

NAME \_\_\_\_\_ BAIL LIC # \_\_\_\_\_  
(Last) (First) (Middle)

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_

PREVIOUSLY USED NAME (S)(Maiden, etc.) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City) (County) (State) (Zip)

MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (County) (State) (Zip)

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ DRIVER LIC#/STATE \_\_\_\_\_ / \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ EYE COLOR \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ SEX \_\_\_\_\_ RACE \_\_\_\_\_

WHAT IS YOUR CITIZENSHIP? \_\_\_\_\_ ALIEN REGISTRATION # OR INS REGISTRATION # \_\_\_\_\_

**ALL APPLICANTS: Please answer "Yes" or "No" to all questions below. A complete criminal background check will be conducted. If you answer "Yes" to any question, attach documentation explaining your answer.**

- Yes     No      Have you ever been convicted of a felony?
- Yes     No      Have you ever been convicted of any act involving illegally using, carrying, or possessing a dangerous weapon?
- Yes     No      Have you ever been convicted of any act of violence or an act involving the threatened use of violence?
- Yes     No      Have you ever been convicted of any act constituting dishonesty or fraud?
- Yes     No      Have you ever been convicted of any act involving moral turpitude? (i.e., theft, shoplifting, sex crimes etc.)
- Yes     No      Have you ever been convicted of the unlawful use of narcotics or other controlled substances?
- Yes     No      Have you ever been convicted of a DUI or similar conviction?
- Yes     No      Have you ever been convicted of impersonating a peace officer?
- Yes     No      Are you currently on probation, parole, community supervision, or named in an outstanding arrest warrant?
- Yes     No      Are you currently employed as a peace officer or correctional officer either full time or part time?
- Yes     No      Have you ever been licensed in another state or jurisdiction to conduct bail enforcement work?
- Yes     No      If previously licensed, was disciplinary action ever taken against your license?

