



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

**NEW APPLICANT**

**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 Utah 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 \$282 for a Bail Enforcement Agent.
- An application fee of \$182 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.

**WHAT MUST ACCOMPANY THE APPLICATION**

● **IDENTIFICATION:**

Photocopy of your drivers license or state issued identification card

● **PHOTOGRAPH:**

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

● **TRAINING:**

Every applicant will be required to complete an approved bail enforcement training academy. A copy of your course completion certificate must accompany this application.

● **FINGERPRINT CARDS:**

One completed applicant fingerprint card (available at the Bureau). You may contact your local police department or sheriff's office for assistance. BCI does offer fingerprint services. The fee is \$20.00

**Must make an appointment online at [BCI.UTAH.GOV](http://BCI.UTAH.GOV) for fingerprint services**

● **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 valid Utah concealed firearm permit and complete an additional firearms training course approved by the Department of Public Safety. A copy of your course completion certificate must accompany this application.

● **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.

**DOCUMENTATION OF YOUR EXPERIENCE AND QUALIFICATIONS**

● **Bail Bond Recovery Agency**

The applicant must apply for and meet the qualifications for licensure as a bail enforcement agent.

● **Bail Enforcement Agent**

The applicant must submit documentation showing at least **2,000** hours of bail enforcement/recovery experience.

**NOTE:** All documentation must include exact detail as to the nature of the experience. The total number of hours claimed must be verified in writing, by the applicant's present or past employers. If unable to obtain certification of experience from an employer, written certification from persons other than the employer covering the same subject matter may be considered by the board.

● **Bail Recovery Agent**

The applicant must submit documentation showing at least **1,000** hours of bail enforcement/recovery experience. **A bail recovery agent may work as an employee of or as an independent contractor with a bail bond recovery agency. A bail recovery agent may not directly provide services for members of the public, advertise his services, employ or hire.**

**NOTE:** All documentation must include exact detail as to the nature of the experience. The total number of hours claimed must be verified in writing, by the applicant's present or past employers. If unable to obtain certification of experience from an employer, written certification from persons other than the employer covering the same subject matter may be considered by the board.

● **Bail Recovery Apprentice**

An applicant who does not meet the experience requirements listed above may apply for a bail recovery apprentice license. **A bail recovery apprentice must work under the direct supervision of a bail enforcement agent or bail recovery agent. A bail recovery apprentice may not directly provide services for members of the public, advertise his services, employ or hire.**

## 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.

● The processing of an application may take up to 90 days. To avoid delays, an applicant should submit complete information.

● Application packets that are received or completed less than 7 days prior to a scheduled board meeting will not be considered by the board until the next regularly scheduled board meeting.

● The application will then be reviewed by the Bail Bond Recovery Licensure Board. The Board approves or denies all applications.

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

Bureau Use Only

☐ **Bail Enforcement Agent \$282**

☐ **Bail Recovery Agent \$182**

☐ **Bail Recovery Apprentice \$182**

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 \_\_\_\_\_  
(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.**

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

Provide the name, address and telephone number of the bail bond recovery agency you will be working for. If you will be working for more than one agency, attach the additional agency information to this application. **Agency applicants need to provide the name in which they will be conducting business, the physical mailing address and the telephone number of that business.**

Agency Name \_\_\_\_\_ Is this your own agency? ☐ Yes ☐ No

Agency Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

### LETTER OF SPONSORSHIP

I \_\_\_\_\_ hereby agree to sponsor \_\_\_\_\_  
Print name (Bail Bond Recovery Agent Owner/Operator) Print name (applicant)

as a ☐ bail recovery agent or ☐ bail recovery apprentice (check which one applies). I declare that I currently have a valid Utah bail enforcement agent license with the bail bond recovery agency designation issued by the Bureau. I certify that the above named person will work under my supervision and will not advertise his services, provide services as a licensee directly to the public, employ or hire as independent contractors bail enforcement agents, bail recovery agents, or bail recovery apprentices.

\_\_\_\_\_  
Signature Date License #

### ALL APPLICANTS: Please read and sign the statement below:

I understand that it is a class B misdemeanor to knowingly and willfully provide false information on a concealed firearm permit application and may result in the denial of a permit pursuant to Utah Code Ann. § 53-5-704(14). I hereby declare under criminal penalty of the State of Utah that the information contained on this application is true and correct.

Executed on: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**METHOD OF PAYMENT** (CHECK APPROPRIATE BOX) Payment enclosed (check or money order only) ☐ Credit Card ☐

**Credit Card payment must include 3 or 4 digit control number on back of the credit card. There is a \$20.00 service charge for any returned check.**

Credit Card Signature \_\_\_\_\_ Zip Code Associated with Credit Card \_\_\_\_\_

Credit Card Orders: \*Visa ☐ \*MasterCard ☐ \*AMEX ☐ \*Discover ☐

Card Number – 15 digit AMEX or 16 digit Visa, MasterCard or Discover

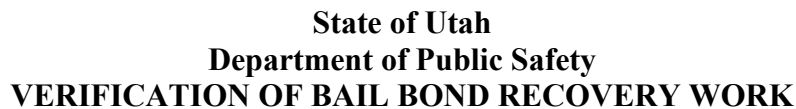
3 or 4 digit control #

Expiration Date

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**INSTRUCTIONS:** When applying for licensure as a bail enforcement agent or a bail recovery agent, you must provide a detailed statement which documents the number of hours and the type of bail bond recovery work you have performed. This form must be signed and notarized by your employer or by an individual who has personal knowledge of the bail bond recovery work that you performed. In order to receive credit for the work, the bail bond recovery work must have been performed within ten years from the date of the application for licensure. If you need additional room to document your experience, please attach additional pages.

- [illegible]

My commission expires: \_\_\_\_\_