



**COMMONWEALTH OF VIRGINIA**  
**Department of Criminal Justice Services**

Mailing Address: P.O. Box 1300, Richmond, VA 23218

Physical Address: 1100 Bank Street, 9<sup>th</sup> Floor, Richmond, VA 23219

Phone: (804) 786-4700 • Fax: (804) 786-6344 [www.dcls.virginia.gov](http://www.dcls.virginia.gov)

## Bail Bondsman – APPLICATION CHECKLIST

- Submit the Bail Bondsman License Application online via [Lotus](#).
- 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, please see the [Bail Bondsman](#) information page on the Virginia Department of Criminal Justice Services (DCJS) website.
- For **Surety** Bail Bondsmen, you must include:
  - Proof of being licensed as a Property & Casualty Agent in the form of a certification issued by the Virginia State Corporation Commission, Bureau of Insurance.
  - Copies of each Qualifying Power of Attorney that will be used to provide surety if available. Each must contain the name and contact information for **both** the surety agent and the registered agent. If unable to submit a power of attorney at this time check here.
- For **Agent** Bail Bondsmen, you must include:
  - [Special Power of Attorney Appointing Agent](#) form
- For **Property** Bail Bondsmen, you must include:
  - If using Real Estate for collateral:
    - Title Certificate Report (one for each property)
      - Title search supporting documentation
      - Copies of lien/obligation documents
    - Appraisal or Tax Assessment
      - If submitting an appraisal:
        - Complete copy of appraisal
        - [Third Party Beneficiary Form](#)
        - If submitting a Tax Assessment submit a true copy of the *current* tax assessment
    - [Deed of Trust](#)
      - If you are not the sole owner of the property, you must submit a [Special Power of Attorney](#) form.
    - If you are not the sole owner of the property you are using:
      - If owned by an LLC or Corporation:
        - List of all managing members
        - Copy of operating agreement
      - If owner by a Partnership:
        - Copy of operating agreement
      - If owned by a Family Trust:
        - Must include all managing members/trustees and their signatures
        - Complete copy of the Trust
  - If using Cash or Certificates of Deposit:
    - Copy of Financial Statement/Certificate of Deposit
    - [Control Agreement](#)
    - If you are not the sole owner of the account, you must submit a [Special Power of Attorney](#) form.