



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

### **WHEN TO APPLY FOR RENEWAL APPLICATION PROCESSING**

All bail bond recovery licensees are required to renew their license every two years.

### **WHERE TO APPLY**

Bureau of Criminal Identification  
3888 W 5400 S  
Taylorsville, UT 84118-3549

### **HOW TO APPLY**

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

### **COST TO RENEW**

#### ● **Renewal Fees**

Bail Enforcement Agent	\$150.00
Bail Recovery Agent	\$100.00
Bail Recovery Apprentice	\$100.00

The Bureau will accept cash, check, money orders or credit cards made payable to the "Utah Bureau of Criminal Identification".

**DO NOT SEND CASH IN THE MAIL**

### **WHAT MUST ACCOMPANY THE APPLICATION**

● **PHOTOGRAPH:** One recent color photograph of passport quality, measuring 2"X2". There are private businesses that offer this service. Check your local phone book. The Bureau does offer photograph services.

● **TRAINING:**

Every renewal applicant will be required to complete eight hours of continuing training. An approved course of training can be obtained through the Salt Lake Community College. The training requirement may also be satisfied by attending training from any other source, provided the training is related to bail bond recovery and meets the approval of the Bureau of Criminal Identification. **A copy of your training certificate must accompany this application.**

● **SURETY BOND INFORMATION:**

A surety bond in the amount of \$10,000 is required. The bond should reference sections 53-11-115 and 53-9-109, and must remain in force throughout the license period.  
*Please attach a copy of the bond.*

● **WORKERS COMPENSATION INSURANCE:**

If you are a bail enforcement agent who will employ a bail recovery agent or bail recovery apprentice, a current copy of your workers compensation insurance must accompany this application and the applications of your employees. This provision will not apply if the bail recovery agent or bail recovery apprentice is an independent contractor. Please attach a copy of the Workers Compensation Policy.

### **APPLICATION PROCESSING**

- A complete background check will be conducted and if there is no criminal record your renewed license will be sent to you immediately.

*Applications will be accepted from 7:00 a.m. until 5:30 p.m. Monday - Thursday at the Bureau office. You may also apply by mail.*

#### **WARNING**

**Falsification of any information in the application may result in denial or revocation of a license and possible criminal prosecution.**

