



**MISSOURI UNIFORM APPLICATION FOR BAIL BOND OR SURETY  
RECOVERY LICENSE (FORM B1)  
MISSOURI REGISTRATION NUMBER 2955**

**THIS FORM MAY BE DUPLICATED**

**PLEASE PRINT OR TYPE**

**PART I – LICENSE TYPE REQUESTED - CHECK APPROPRIATE BOX (ONLY ONE TYPE PER APPLICATION)**

Bail Bond Agent                       General Bail Bond Agent                       Surety Recovery Agent

**\*\* SEE PART VI - GENERAL INSTRUCTIONS \*\***

**PART II (A) – INDIVIDUAL IDENTIFICATION (Do not complete if you are applying for a corporate license.)**

|  |                               |                               |                                  |          |
|--|-------------------------------|-------------------------------|----------------------------------|----------|
| A. SOCIAL SECURITY NUMBER  |                               | B. DATE OF BIRTH (MM/DD/YYYY) |                                  |          |
| C. FULL LEGAL NAME OF APPLICANT - LAST NAME  |                               | FIRST NAME                    | MIDDLE NAME (IF NONE, ENTER N/A) | JR./SR.  |
| D. RESIDENCE ADDRESS - <b>REQUIRED</b>   | STREET ADDRESS                | CITY                          | STATE                            | ZIP CODE |
| BUSINESS ADDRESS - <b>REQUIRED FOR SURETY RECOVERY AGENT</b>   | STREET ADDRESS                | CITY                          | STATE                            | ZIP CODE |
| MAILING ADDRESS - <b>OPTIONAL</b>  | PO BOX/STREET ADDRESS         | CITY                          | STATE                            | ZIP CODE |
| E. HOME TELEPHONE<br>(     )   | BUSINESS TELEPHONE<br>(     ) | EMAIL ADDRESS                 |                                  |          |
| F. ARE YOU A CITIZEN OF THE UNITED STATES?<br><input type="checkbox"/> YES <input type="checkbox"/> NO    If <b>NO</b> , of which country are you a citizen? _____   |                               |                               |                                  |          |
| G. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DEVELOPMENT (GED) CERTIFICATE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO    If <b>YES</b> , in what city and state did you earn your diploma or certificate?<br>(city) _____ (state) _____ |                               |                               |                                  |          |
| H. HAS RESIDENCE ADDRESS CHANGED IN THE LAST 12 MONTHS?<br><input type="checkbox"/> YES <input type="checkbox"/> NO    If <b>YES</b> , list former residence address:<br>(street) _____ (city) _____ (state) _____ (zip code) _____                                    |                               |                               |                                  |          |

**PART II (B) – CORPORATE IDENTIFICATION (Do not complete if you are applying for an individual license.)**

General Bail Bond agents formed as corporations must write bonds on behalf of a surety insurance company. Please attach an original Power of Attorney from a surety insurance company.

|  |                       |                                 |       |          |
|--|-----------------------|---------------------------------|-------|----------|
| A. FEIN (FEDERAL EMPLOYER IDENTIFICATION NUMBER) |                       | B. INCORPORATION/FORMATION DATE |       |          |
| C. CORPORATE NAME                                |                       |                                 |       |          |
| D. LEGAL ADDRESS - <b>REQUIRED</b>               | STREET ADDRESS        | CITY                            | STATE | ZIP CODE |
| MAILING ADDRESS - <b>OPTIONAL</b>                | PO BOX/STREET ADDRESS | CITY                            | STATE | ZIP CODE |
| E. TELEPHONE NUMBER<br>(     )                   | EMAIL ADDRESS         |                                 |       |          |

**F. OFFICERS, OWNERS, AND DIRECTORS: (IDENTIFY ALL OFFICERS, OWNERS AND DIRECTORS OF THE CORPORATION. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.)**

|   |       |                        |   |
|---|-------|------------------------|---|
| NAME  | TITLE | SOCIAL SECURITY NUMBER | OWNER<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DEVELOPMENT (GED) CERTIFICATE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO    If <b>YES</b> , in what city and state did you earn your diploma or certificate?<br>(city) _____ (state) _____ |       |                        |   |
| NAME  | TITLE | SOCIAL SECURITY NUMBER | OWNER<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DEVELOPMENT (GED) CERTIFICATE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO    If <b>YES</b> , in what city and state did you earn your diploma or certificate?<br>(city) _____ (state) _____ |       |                        |   |
| NAME  | TITLE | SOCIAL SECURITY NUMBER | OWNER<br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DEVELOPMENT (GED) CERTIFICATE?<br><input type="checkbox"/> YES <input type="checkbox"/> NO    If <b>YES</b> , in what city and state did you earn your diploma or certificate?<br>(city) _____ (state) _____ |       |                        |   |



**Mail Completed Application To:**

MISSOURI DEPARTMENT OF INSURANCE, FINANCIAL  
INSTITUTIONS AND PROFESSIONAL REGISTRATION  
P.O. Box 4001  
Jefferson City, MO 65102

**PART VI – GENERAL INSTRUCTIONS**

All INITIAL BASIC TRAINING and EXAMINATION SCORES are valid for one year

**INSTRUCTIONS APPLICABLE TO ALL APPLICANTS:**

- A. All applicants must submit a \$150 application fee. Fee may be paid by check or money order, made payable to DIFP - Insurance.
- B. The Department may deny a license to any applicant that has violated state law or has been adjudicated or entered a plea of guilty or nolo contendere in a criminal prosecution under any state or federal law for a felony or a crime involving moral turpitude, whether or not a sentence is imposed.
- C. Excluding applicants for a corporate general bail bond agent license, a fingerprint-based background check by an electronic means approved by the Missouri State Highway Patrol must be conducted on all applicants. The fingerprint-based background check must include a Missouri State Highway Patrol, Criminal Records and Identification Division (CRID) and a Federal Bureau of Investigation search. For proper identification, a fingerprint is required. The applicant shall pay any required fingerprinting, search or other fees directly to, and in the manner prescribed by, the Missouri Highway Patrol. Applicants who have previously submitted to an electronic fingerprint-based background check approved by the Missouri Highway Patrol are not required to submit additional fingerprints. Your application is not complete until all background check information has been submitted to the Missouri Highway Patrol and received by the Department.

For information on obtaining the fingerprint-based background check, including information regarding locations and fees, you **must** register with the Missouri Automated Criminal History Site Fingerprint Portal at [www.machs.mo.gov](http://www.machs.mo.gov). DIFP’s Missouri registration number is 2955.

**BAIL BOND AGENT APPLICANTS**

- A. Residents and non-residents must complete 24 hours of initial basic training.
  - 1. Non-residents are exempt from Missouri’s 24 hours of initial basic training if they can document that they have taken at least 24 hours of initial basic training in their resident state within twelve months prior to submitting the bail bond agent application.
- B. Residents and non-residents must take and pass the Missouri bail bond agent examination.
  - 1. Non-residents, who are currently licensed in their resident state, are exempt from Missouri’s bail bond agent examination if they have taken and passed a bail bond agent examination in their resident state.
- C. All applicants must comply with the qualifications established by Supreme Court Rule 33.17, including:
  - 1. Be at least 21 years of age.
  - 2. Be a United States citizen.
  - 3. Have earned a high school diploma or GED certificate.
  - 4. Have not been convicted of any felony under the laws of any state or of the United States.
  - 5. Not be a judge, attorney, court official, law enforcement officer, or a state, county, or municipal employee who is either elected or appointed.
- D. Applicants must submit with the completed application:
  - 1. Original, signed Certificate of Initial Basic Training.
  - 2. Non-residents must provide an original letter of certification dated within the past six months issued by their resident state insurance department, or the state agency that authorized/licensed them to conduct business as a bail bond agent. To be exempt from Missouri’s 24 hours initial basic training and examination, the certification letter must indicate the applicant is currently licensed as a bail bond agent in their home state, and qualified by a minimum of 24 hours of initial basic training and examination.
- E. All applicants must provide on this form the name, license number, address, and signature of the licensed general bail bond agent under whose authority they will be working:

|   |
|---|
| PRINT NAME AND LICENSE NUMBER OF GENERAL BAIL BOND AGENT(S) |
| ADDRESS OF GENERAL BAIL BOND AGENT(S)                       |
| ORIGINAL SIGNATURE OF GENERAL BAIL BOND AGENT(S)            |

## GENERAL BAIL BOND AGENT APPLICANTS - INDIVIDUALS

- A. Residents and non-residents must complete 24 hours of initial basic training.
1. Residents and non-residents are exempt from Missouri's 24 hours of initial basic training if they completed the training prior to applying for a Missouri bail bond agent license.
  2. Non-residents are exempt from Missouri's 24 hours of initial basic training if they can document that they have taken at least 24 hours of initial basic training in their resident state within twelve months prior to submitting the general bail bond agent application.
  3. Residents and non-residents are exempt from Missouri's 24 hours of initial basic training if they were licensed as a bail bond agent in MO prior to January 1, 2005.
- B. No examination required.
- C. All applicants must comply with the qualifications established by Supreme Court Rule 33.17 including:
1. Be at least 21 years of age.
  2. Be a United States citizen.
  3. Have earned a high school diploma or GED certificate.
  4. Have been licensed as a bail bond agent for a minimum of two years immediately prior to submitting the general bail bond application.
  5. Devote at least 50% of his/her working time to the bail bond business in MO.
  6. Have not been convicted of any felony under the laws of any state or of the United States.
  7. Not be a judge, attorney, court official, law enforcement officer, or a state, county, or municipal employee who is either elected or appointed.
- D. Applicants must submit with the completed application:**
1. Original, signed Certificate of Initial Basic Training, if applicable.
  2. Non-residents must provide an original letter of certification dated within the past six months issued by their resident state insurance department, or the state agency that authorized/licensed them to conduct business as a bail bond agent. **The certification letter must provide the issue date of current non-resident license.** To be exempt from Missouri's 24 hours of initial basic training and examination, the certification letter must indicate the applicant is currently licensed as a bail bond agent in their home state, and qualified by a minimum of 24 hours of initial basic training and examination.
  3. Assignment form documenting assignment of \$10,000 if applicant is a MO resident. Assignment form documenting assignment of \$25,000 if the applicant is a non-resident.
  4. Acknowledgement of Assignment form.
  5. Original Certificate of Deposit representing the assigned deposit. Certificate of Deposit must be issued in applicant's name only.

## GENERAL BAIL BOND AGENT APPLICANTS - CORPORATIONS

- A. Corporate applicants must be registered with the Missouri Secretary of State Office and in good standing.
- B. All officers of the corporation must hold active Missouri bail bond agent licenses, and must have been licensed as bail bond agents for a minimum of two years immediately prior to submitting the general bail bond corporation application.
- C. All officers of the general bail bond corporation must meet all of the qualifications outlined in A, B and C of GENERAL BAIL BOND AGENT APPLICANTS - INDIVIDUAL.
- D. Applicants must submit with the completed application:**
1. A copy of the Certificate of Incorporation or a Certificate of Good Standing issued by the Missouri Secretary of State, and dated within the past year.
  2. A list of all branch addresses of the general bail bond agent corporation.
  3. Assignment form documenting assignment of \$10,000 if applicant is a MO resident. Assignment form documenting assignment of \$25,000 if the applicant is a non-resident.
  4. Acknowledgement of Assignment form.
  5. Original Certificate of Deposit representing the assigned deposit. Certificate of Deposit must be issued in the corporate applicant's name only. An officer must sign as depositor.
  6. Original Power of Attorney from insurance company.

## SURETY RECOVERY AGENT APPLICANTS

- A. Residents and non-residents must complete 24 hours of initial basic training.
1. Residents and non-residents are not required to take Missouri's 24 hours of initial basic training if they hold a current Missouri bail bond agent or general bail bond agent license and completed the training prior to applying for the bail bond agent or general bail bond agent license.
  2. Residents and non-residents are not required to take Missouri's 24 hours of initial basic training if they can document that they have taken at least 24 hours of initial basic training in their resident state within twelve months prior to submitting the surety recovery agent application.

**SURETY RECOVERY AGENT APPLICANTS (CONTINUED)**

3. Trained law enforcement officers who have at least two years of law enforcement service within the past ten years are not required to take the 24 hours of initial basic training. (See D. for documentation requirements.)
- B. Resident and non-resident applicants are required to take the surety recovery agent examination.
1. Non-residents, who are currently licensed in their resident state, are exempt from Missouri's surety recovery agent examination if they have taken and passed a surety recovery agent examination in their resident state.
- C. All applicants must:
1. Be at least 21 years of age.
  2. Be a United States citizen.
  3. Have earned a high school diploma or GED certificate.
  4. Have not been convicted of any felony under the laws of any state or of the United States.
- D. Applicants must submit with the completed application:**
1. Original, signed Certificate of Initial Basic Training, if applicable.
  2. A former Law Enforcement Officer requesting an exemption to initial basic training must submit an original letter from the city or government agency for which he/she served documenting a minimum of two years of law enforcement service within the past ten years. He/she must also submit written documentation of prior law enforcement training.
  3. Non-residents must provide an original letter of certification dated within the past six months issued by their resident state insurance department, or the state agency that authorized/licensed them to conduct business as a surety recovery agent. To be exempt from Missouri's 24 hours initial basic training and examination, the certification letter must indicate the applicant is currently licensed as a surety recovery agent in their home state, and qualified by a minimum of 24 hours of initial basic training and examination.
  4. A copy of the front and back of his/her driver's license or other valid photo identification.

**THIS APPLICATION MAY BE PHOTOCOPIED**

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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<sup>1</sup>Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup>See 28 CFR 50.12(b).

<sup>3</sup>See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).