

Department of Emergency Services  
and  
Public Protection  
Division of State Police  
Special Licensing & Firearms Unit

**ADMINISTRATIVE GUIDELINES AND RULES  
FOR PROFESSIONAL BONDSMEN**

If all application related information is not submitted to this office within 60 days from the date of the initial application, another complete application with updated information must then be submitted.

**Each applicant for a NEW Professional Bondsman's License must submit the following:**

1. The application forms (DPS-165-C and DPS-166-C) accurately completed with \$200.00 fee payable to *Treasurer, State of Connecticut*.
2. Two current 2" x 2" passport style, full faced frontal posed photographs.
3. One fingerprint card.
4. A cashiers check or money order, payable to the *Treasurer, State of Connecticut* for \$14.75 and a \$50.00 check or money payable to *Treasurer, State of Connecticut*.
5. Motor Vehicle Extract (driving record) for the past three (3) years from the motor vehicle licensing authority of any state where the applicant has resided.
6. A copy of the applicant's valid driver's license.
7. A copy of a DD-214 and other documentation to indicate the type of discharge if the applicant has been in the military service.
8. Four letters of character reference to be sent directly from the author to the Special Licensing & Firearms Unit. Letters must include the addresses and telephone numbers where the authors may be reached. Form letters are not acceptable and will be returned.
9. A letter of discharge from the respective department if the applicant is retired or separated from a local or state police department.
10. A current credit bureau report.
11. Proof of legal residency for non-citizens.

**The following rules and regulation shall apply to all bondsmen:**

1. The Special Licensing & Firearms Unit shall determine the bail limit of each professional bondsman. The bail limit shall be determined by examination and evaluation of all assets and liabilities of each applicant. A minimum balance of \$15,000.00 must be maintained at all time.
2. The Special Licensing & Firearms Unit shall not assign any value to the following assets:
  - Real or personal property held in survivorship form,
  - Mortgages, real or personal,
  - Insurance in any business,
  - Interest in any business,
  - Personal property, i.e., cash on hand, automobiles, trucks, machinery and fixtures, jewelry, furniture, furs, etc.
3. The value of real estate will be based on the fair market value obtained in one of the following manners:
  - As evidence by the appraisal of an independent qualified real estate appraiser to be paid for by the applicant.
  - As evidence by the adjustment sheet on a recent sale of the property.
  - As evidence by the assessment figures of the town in which the real estate is located.

4. The value assigned to stocks traded on the New York Stock Exchange, the American Stock Exchange or NASDAQ, shall not exceed 70% of the bid price on the day of evaluation by the Special Licensing & Firearms Unit. Over the-counter stocks, whose value is readily determined, shall be handled in the same fashion. The value of the real estate owned by the corporation and located in the State of Connecticut.
5. A letter from the bank verifying the current balance is required. Savings accounts in Connecticut banks, shall receive full credit when the professional bondsman is the sole owner of the savings account.
6. No credit will be given for assets not physically located in Connecticut.
7. No credit shall be given for any asset where the interest of the professional bondsman cannot be attached by an action in a Connecticut court.
8. Where an interest in real estate is offered as an asset, the applicant shall provide the Department of Emergency Services and Public Protection, Division of State Police, with a Certificate of Title. Said certificate shall be prepared in accordance with the Standards of Title as prepared by the Connecticut Bar Association and said certificate shall be directed to the State of Connecticut
9. Applicants must be the owners of both the equitable and legal title in all assets whether real or personal. The Special Licensing & Firearms Unit may require the applicant to supply an abstract of title.
10. Each applicant shall make a complete disclosure to the Special Licensing & Firearms Unit, upon forms supplied by that division, whenever applying for a new license or at such other times as the Special Licensing & Firearms Unit may require. Such financial disclosures shall include all assets whether real or personal, tangible or intangible. A complete disclosure must be made of all liabilities of each applicant for professional bondsman, whether secured or unsecured.
11. Professional bondsmen shall maintain, at all time, on forms provided by the Special Licensing & Firearms Unit, records of their activity as professional bondsmen, which records shall include the total amount of bonds on which the professional bondsman is surety, the date and amount of each bond, the date of each release of surety, the date of each forfeiture, the amount of each forfeiture and such other information as the Special Licensing & Firearms Unit may require. All entries must include name, date of birth and docket number.
12. All entries on the activity report must be made in exact chronological order in which they occur. The bond numbering system is merely to make identification of a particular transaction easier and a new series of numbers shall be used each year.
  - It will be necessary to have at least two (2) entries for each bond. One entry will show when a liability was acquired and a second entry to show when the liability was discharged.
  - Each monthly report must be submitted not later than the tenth (10<sup>th</sup>) day of the following month. Reports, which are mailed, must be postmarked before midnight on the tenth (10<sup>th</sup>) day of the month.
  - Each monthly report must be accompanied by a statement, under oath, that the report submitted is accurate. Failure to comply will result in suspension of license.
13. No professional bondman shall grant a power of attorney for the purpose of enabling said person to furnish bonds on behalf of the licensed bondsman.

14. Professional bondsmen shall not execute bail bonds except in the presence of persons authorized by law to accept bail. No professional bondsman shall permit a blank bond form with the bondsman's signature affixed thereon to be left in the possession of any other person, for use in securing the release of any person.
15. No professional bondman shall charge a fee greater than the amount permitted by Section 29-151 of the Connecticut General Statutes and no professional bondsman shall make any charges for services, disbursements or any expense of any sort.
  - If bail is less than \$500; fee will not be more than \$50:
  - Bail is \$500. to \$5,000; fee is not more than 10% of amount of bail:
  - Bail is greater than \$5,000; fee is not more than 7% of the amount of bail.
16. No professional bondsman shall surrender the principal for non-payment of any fee, without the consent of a judge of the court before which the principal is to appear.
17. All professional bondsmen shall pay all forfeitures within a reasonable time. Any professional bondsman who believes he or she has cause not to pay a forfeiture shall, after notifying the court, notify the Special Licensing & Firearms Unit, in writing with 10 business days, to explain their position. The professional bondsman or the bondsman's attorney shall provide the Special Licensing & Firearms Unit with a copy of all actions, motions, writs and other correspondence to verify that the contested forfeiture is being attended to as expeditiously as possible.
18. Failure to pay forfeited bonds will result in the suspension of a professional bondsman's license pursuant to Section 29-174a, of the Connecticut General Statutes.
19. Applicants seeking a special permit to carry a pistol, revolver while engaging in the business of bondsman or bail enforcement agent, or while traveling to or from such business must provide proof of satisfaction to Commissioner of Emergency Services and Public Protection that he/she has successfully completed a gun safety course, approved by the Commissioner of Emergency Services and Public Protection. All applicants seeking such license are required to have a Connecticut State Permit to Carry Pistols or Revolvers prior to applying for the special Bondsman/BEA gun permit. Refer to Instructors approved to teach firearms training.

**Return "COMPLETED" applications to:**

**Department of Emergency Services and Public Protection, Division of State Police  
Special Licensing & Firearms Unit  
ATTN: Bondsman  
1111 Country Club Road  
Middletown, Conn. 06457**

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