



## Licensing Section

### Arizona Department of Insurance

100 North 15<sup>th</sup> Avenue, Suite 102, Phoenix, Arizona 85007-2624

Phone: (602) 364-4457 | Toll-free: (877) 660-0964

Web: <https://insurance.az.gov> | E-mail: [Licensing@azinsurance.gov](mailto:Licensing@azinsurance.gov)

## Instructions for FORM L-BRA NOTICE OF BAIL RECOVERY AGENT UTILIZATION

### PURPOSE

Arizona Revised Statutes ("A.R.S.") § 13-3885(C) states,

The surety or bail bond agent employing, hiring as an independent contractor or otherwise utilizing a bail recovery agent shall advise the Department of Insurance in writing that the bail recovery agent is providing the services to the surety or bail bond agent on a given case or cases. The written notice to the Department of Insurance must be given within twenty-four hours after the retention and shall include the name, date of birth, home and business address, and telephone number of the bail recovery agent. The bail recovery agent identified in the written notice shall certify on the written notice, under penalty of perjury, that the bail recovery agent has never been convicted in any jurisdiction of theft or of any felony or any crime involving carrying or the illegal use or possession of a deadly weapon or dangerous instrument and that the bail recovery agent has complied with ARS § 20-340.04.

The purpose of this form is to help bail bond agents and bail recovery agents comply with the reporting and certification requirements of ARS §§ 13-3885(C) and 20-340.04.

### INSTRUCTIONS

- **Form L-BRA Time Frame:** The bail bond agent must have this form completed, notarized and received by the Department within 24 hours of utilizing a bail recovery agent. In order to accommodate our industry customers, we will consider Form L-BRA to be timely received if either
  - The Bail Recovery Agent Team receives the original of Form L-BRA within 24 hours after the surety or bail bond agent utilizes the bail recovery agent; **OR**
  - The Bail Recovery Agent Team receives an email of Form L-BRA within 24 hours after the surety or bail bond agent utilizes the bail recovery agent.
- **Photograph:** If you have not submitted a photograph of a bail recovery agent in an annual report pursuant to ARS § 13-3885(D), submit a two-inch wide by three-inch high photograph of the face of the bail recovery agent with Form L-BRA. Write the full name of the bail recovery agent on the back of the photograph.

**QUESTIONS:** The Bail Recovery Agent Team is part of our Insurance Licensing Section.

- Visit the **PRODUCERS page** on the Department of Insurance web site (<https://insurance.az.gov>)
- Send a question by e-mail to [Licensing@azinsurance.gov](mailto:Licensing@azinsurance.gov).
- If you are unable to obtain answers to questions from other information sources, call the Insurance Licensing Section at (602) 364-4457.



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**FORM L-BRA: NOTICE OF BAIL RECOVERY AGENT UTILIZATION**

<b>Section 1: Bail Bond Agent information</b>							
Full Last Name		Full First Name		Full Middle Name		AZ Insurance License #	
E-mail Address				Business Phone			
<p>In accordance with ARS § 13-3885, I hereby advise the Department of Insurance that I have employed, hired as an independent contractor, or otherwise utilized the bail recovery agent identified below. I hereby certify that to the best of my knowledge the bail recovery agent has never been convicted in any jurisdiction of theft, or of any felony, or of any crime involving carrying or the illegal use or possession of a deadly weapon or dangerous instrument.</p>							
_____				_____			
FULL SIGNATURE OF BAIL BOND AGENT				DATE			
<b>Section 2: Bail Recovery Agent information</b>							
Full Last Name		Full First Name		Full Middle Name		Date of Birth	
Home Street Address		City		State	Zip Code	Home Phone	
Business Street Address		City		State	Zip Code	Business Phone	
<b>Section 3: Attestation</b> (pursuant to Arizona Revised Statutes §§ 13-3885 and 20-340.04)							
<p>By my signature below, I hereby certify, under penalty of perjury, that I have NEVER been convicted in any jurisdiction of ► theft, ► any crime involving carrying or the illegal use or possession of a deadly weapon or dangerous instrument, or ► any felony.</p> <p>For the purposes of this attestation, “convicted” includes, but is not limited to, having been found guilty by judge or jury or pled guilty or no contest to any felony charge, <u>regardless</u> of whether</p> <ul style="list-style-type: none"> <li>• the conviction was dismissed, expunged, pardoned, appealed, set aside or reversed;</li> <li>• civil rights were restored;</li> <li>• a plea was withdrawn;</li> <li>• probation, a suspended sentence or a fine was given; or</li> <li>• a diversion program was successfully completed.</li> </ul>							
						_____	
						FULL signature of bail recovery agent	