



INSTRUCTIONS TO SECURE A FEDERAL FIDELITY BOND THROUGH THE VIRGINIA DEPARTMENT OF CORRECTIONS:



The Department of Corrections can provide bonding for any adult or juvenile who has been convicted of a criminal offense, including misdemeanors, felonies, and federal offenses. Any past conviction establishes eligibility - even if it did not result in incarceration or court supervision.

A Federal Bond can only be issued when an employer has agreed (either verbally or in writing) to hire a job applicant referred on the condition that a Fidelity Bond will be issued to the employer.

The Referral Source should complete this form and email to Virginia.BondingProgram@vadoc.virginia.gov or call Kia Parson, Department of Corrections Bonding Coordinator at (804) 887-8262 as soon as possible prior to hire date.

Referral Source/Job Placement Agency: (agency & person making this bonding referral)

Name (of professional making referral): _____

Agency: _____

Address: _____

City/State/ZipCode: _____

Phone Number: _____ E-mail Address: _____

Employer Receiving Bond:

Company Name: _____ Type of Business _____

Contact Person Name and Title: _____

Company Address: _____

City/State/ZipCode: _____

Phone Number: _____

Worker Covered by Bond:

Last Name: _____ First Name: _____ Middle Init.: _____

Address: _____ Phone: _____

Date on Which Worker is Scheduled to Start Job (bond effective date): ____/____/____
mo. day year

Job Title: _____

Last four digits of Social Security Number of Worker to be Bonded (**required**): _____

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Do not write in this box - for DOC use only:

Bond Amount: \$ _____ Date job verified: _____

Date e-mailed Referral/Job Placement Agency to acknowledge receipt: _____ By (initial): _____

Date letter sent to Employer: _____ By (initial): _____

Date Bond Application sent to bonding company: _____ By (initial): _____