



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.

Complete this form, then fax to (804) 523-3211. If you do not have access to a fax, please call Kia Parson, Department of Corrections Bonding Coordinator at 804-674-3296 ext. 1067 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: _____

Contact Person Name: _____

Company Address: _____

City/State/ZipCode: _____

Phone Number: _____ E-mail Address: _____

Worker Covered by Bond:

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

City or County of Residence: _____

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

Job Title: _____

Social Security Number of Worker to be Bonded (*required*): _____ - _____ - _____

Virginia DOC Offender ID Number (if applicable) # _____

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

Bond Amount: \$ _____

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

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

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