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)

<table>
<thead>
<tr>
<th>Name (of professional making referral):</th>
<th>____________________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Address:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>City/State/ZipCode:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>____________________________________________________________________________</td>
</tr>
</tbody>
</table>

**Employer Receiving Bond**:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>____________________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Business:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Contact Person Name and Title:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Company Address:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>City/State/ZipCode:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>____________________________________________________________________________</td>
</tr>
</tbody>
</table>

**Worker Covered by Bond**:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>____________________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Middle Init.:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Address:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Phone:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Date on Which Worker is Scheduled to Start Job (bond effective date):</td>
<td><strong>/</strong>/____  mo.  day  year</td>
</tr>
<tr>
<td>Job Title:</td>
<td>____________________________________________________________________________</td>
</tr>
<tr>
<td>Last four digits of Social Security Number of Worker to be Bonded (required):</td>
<td>____________________________________________________________________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Bond Amount:</th>
<th>$ __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date job verified:</td>
<td>___________________________</td>
</tr>
<tr>
<td>Date e-mailed Referral/Job Placement Agency to acknowledge receipt:</td>
<td>________________ By (initial): _____</td>
</tr>
<tr>
<td>Date letter sent to Employer:</td>
<td>___________________________</td>
</tr>
<tr>
<td>Date Bond Application sent to bonding company:</td>
<td>________________ By (initial): ________________</td>
</tr>
</tbody>
</table>

Updated 04/19/19