

**WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION**

Form #2

FILED
Jul 6 2000
Do Not Mark In This Box

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: West Virginia State Police TITLE NUMBER: 81

RULE TYPE: Interpretive CITE AUTHORITY: 51-10A-2(g) and 15-2-25

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 15

TITLE OF RULE BEING PROPOSED: Bail Bond Enforcer Registration, Authorization and Notification

Procedures and Requirements

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON August 7, 2000 AT 5:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

Sgt. David W. Skeen

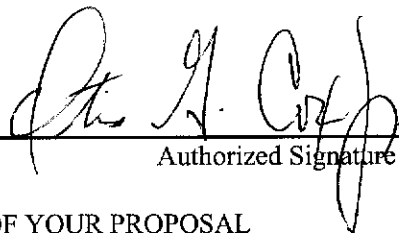
West Virginia State Police

Planning and Research

725 Jefferson Road

South Charleston, WV 25309-1698

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.


Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

\$4.00

**West Virginia State Police
Title 81
Series 15**

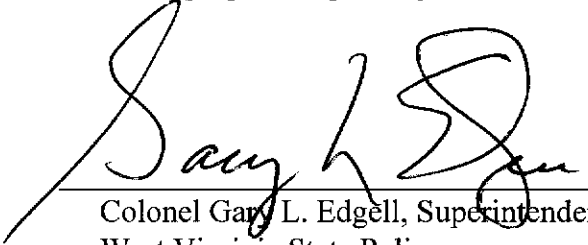
Summary of Proposed Rule

This rule explains the procedures for bail bond enforcer registration, the requirements for becoming a bail bond enforcer and the responsibilities of the parties involved.

**West Virginia State Police
Title 81
Series 15**

Circumstances Requiring Filing of Rule

The 2000 session of the West Virginia Legislature passed H.B. 4481 which amended § 51-10-2 of the W. Va. Code by adding article 10A. This amendment mandated that the Superintendent, West Virginia State Police, file an interpretive rule for the purpose of providing information relating to the enforcement of this code.



Colonel Gary L. Edgell, Superintendent
West Virginia State Police

□
APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Bail Bond Enforcer Registration, Authorization and Notification Procedures and Requirements

Type of Rule: _____ Legislative X Interpretive _____ Procedural

Agency: West Virginia State Police

Address: 725 Jefferson Road

South Charleston, West Virginia 25309-1698

746-2109

1. Effect of Proposed rule:

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	-0-				
PERSONAL SERVICES	-0-				
CURRENT EXPENSE	-0-				
REPAIRS & ALTERATIONS	-0-				
EQUIPMENT	-0-				
OTHER	-0-				

2. Explanation of Above Estimates:

See 4.A.

3. Objectives of These Rules:

To provide for the registration of bail bond enforcers with the West Virginia State Police.

Rule Title: Bail Bond Enforcer Registration, Authorization and Notification Procedures and Requirements

4. Explanation of Overall Economic Impact of Proposed Rule:

A. Economic Impact on State Government:

None. The cost of the implementation and operation will be absorbed within the existing budget of the West Virginia State Police, therefore there is no additional impact on State Government.

B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens:

None.

C. Economic Impact on Citizens/Public at Large.

None.

Date:

7/5/00

Signature of Agency Head or Authorized Representative:

Sam L. [Signature]

81CSR15

FILED

JUL 6 3 25 PM '00

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**TITLE 81
INTERPRETIVE RULE
WEST VIRGINIA STATE POLICE**

**SERIES 15
BAIL BOND ENFORCER REGISTRATION,
AUTHORIZATION AND NOTIFICATION
PROCEDURES AND REQUIREMENTS**

§ 81-15-1. General

1.1. Scope. – This interpretive rule explains the procedures for bail bond enforcer registration, the requirements for becoming a bail bond enforcer and the responsibilities of the parties involved.

1.2. Authority – W.Va. Code §§ 51-10A-2 and 15-2-25.

1.3. Filing Date. –

1.4. Effective Date. –

§ 81-15-2. Definitions

2.1. "Bail bondsman" means any person, partnership or corporation engaged for profit in the business of furnishing bail, making bonds or entering into undertakings, as surety, for the appearance of persons charged with a criminal offense or violation of law punishable by fine or imprisonment before any court within or without this state. The term "bail bondsman" includes, but is not limited to, persons conducting a bonding business as defined in §51-10-1 of the Code of W. Va.

2.2. "Bail bond enforcer" means a nonresident bail bond enforcer and/or a resident bail bond enforcer as defined in sections 2.4. and 2.8. of this rule.

2.3. "Enforcement Authorization" means a written agreement between a bail bondsman and a bail bond enforcer allowing the bail bond enforcer to act on behalf of the bail bondsman as defined in sections 2.4. and 2.8. of this rule.

2.4. "Nonresident bail bond enforcer" means a person who is registered and authorized as provided for in this rule, who is not a resident of the state of West Virginia and who on behalf of

a bail bondsman enters this state for the purpose of: (1) assisting a bail bondsman in presenting the defendant in court when required; (2) assisting in the apprehension and surrender of the defendant to a court; (3) keeping a defendant under surveillance; or (4) executing bonds on behalf of a bail bondsman when a power of attorney has been duly recorded.

2.5. "Notification" means communication by a bail bond enforcer or a bail bondsman with the West Virginia State Police, by letter or by facsimile, for the purpose of reporting anticipated actions on the part of the bail bond enforcer as required in section 4.4.a. and 4.4.b. of this rule.

2.6. "Registration Authorization" means a written statement from a bail bondsman indicating a bail bond enforcer has authority to act as an agent for the bail bondsman. This authorization is for the sole purpose of registration of the bail bond enforcer and does not grant enforcement authority.

2.7. "Resident" means a person who maintains his/her permanent principal home within the boundaries of the state of West Virginia and such domicile has been maintained for not less than thirty consecutive days prior to his/her application for registration.

2.8. "Resident bail bond enforcer" means a person who is registered and authorized as provided for in this rule, who is a resident of the state of West Virginia who acts on behalf of a bail bondsman by: (1) assisting a bail bondsman in presenting the defendant in court when required; (2) assisting in the apprehension and surrender of the defendant to a court; (3) keeping a defendant under surveillance; or (4) executing bonds on behalf of a bail bondsman when a power of attorney has been duly recorded.

§ 81-15-3. Persons Required to Register

3.1. Any person performing the functions of a bail bond enforcer as described in § 51-10A-1(b) of the Code of W. Va. and/or any person acting in the capacity of a bail bond enforcer as described in § 51-10A-2(a) of the Code of W. Va. must register as a bail bond enforcer.

3.2. Registration shall be for an individual person. A firm, partnership, or corporation, as such, may not be registered as a bail bond enforcer.

§ 81-15-4 Requirements and Procedures for Registration, Authorization and Notification

4.1. Applicants for bail bond enforcer registration must meet the following registration requirements:

- a. Be twenty-one (21) years of age or older on date of application.
- b. Be a citizen of the United States.

c. Have no convictions for any felony crime.

d. Have no convictions for any misdemeanor that was violent in nature or that involved a firearm or other dangerous weapon.

4.2. Registration as a Bail Bond Enforcer requires the applicant to submit the following items to the West Virginia State Police:

a. Completed Bail Bond Enforcer Registration Application.

b. Two (2) complete sets of fingerprints (Federal and State Applicant) taken by a member or authorized civilian employee of the West Virginia State Police. (A valid government issued photo identification must be presented before the registrant will be fingerprinted. Acceptable identification includes but is not limited to driver's license, non drivers identification cards, and military identification cards).

c. Two (2) recent, full face, color photographs of the registrant. Minimum size: 3" x 3", maximum size: 4" x 6".

d. A minimum of one (1) completed registration authorization or enforcement authorization as specified in section 4.3.b. (Additional enforcement authorizations may be submitted once the registration is approved)

e. Registration and authorization filing fees as required by section 7 of this rule.

4.3. Authorization of a bail bond enforcer:

a. Authorization shall be for an individual person. A firm, partnership, or corporation, as such, may not receive authorization as a bail bond enforcer.

b. A Registration Authorization Form must be included with the Bail Bond Enforcer Registration Application, but if an Enforcement Authorization is submitted with the registration application a Registration Authorization is not required. Enforcement authorization forms may be submitted with the registration application or at any time during the active life of the registration.

c. Registration and/or enforcement authorization shall be made through the use of the applicable Bail Bond Enforcer Authorization Form(s), available from: West Virginia State Police, Criminal Records Section, Bail Bond Enforcer Registration, 725 Jefferson Road, South Charleston, West Virginia 25309-1698.

d. Upon approval, the registrant will be issued an Enforcement Authorization Card by the West Virginia State Police indicating a valid enforcement authorization is on file. The Enforcement Authorization Card and a valid government issued photo identification must be

carried by the bail bond enforcer when performing activities as defined in section 2.4. and/or 2.8. of this rule. In addition, a bail bond enforcer conducting a bail bond apprehension must have in his/her possession written documentation authorizing the apprehension of the person. Written documentation shall be in the form of a bail piece or a completed Apprehension Form.

e. A duplicate Enforcement Authorization Card may be obtained for cards that are lost or stolen by making a written request to the Director, West Virginia State Police, Criminal Records Section and submitting the required fee as set forth in 7.6. of this rule. The West Virginia State Police reserves the right to reject requests for multiple replacement cards.

f. No enforcement authorization shall become effective until it has been received, approved and placed on file by the West Virginia State Police.

g. Bail bond enforcers who have a valid registration on file may forward the initial or additional enforcement authorization forms, along with the appropriate fee(s) to the West Virginia State Police, Criminal Records Section, Bail Bond Enforcer Registration.

4.4. Pre-action notification required by bail bond enforcers

a. Prior to taking or attempting to take into custody any defendant the bail bond enforcer shall make notification of such intention to the West Virginia State Police primary station responsible for the area in which the bail bond enforcer will be acting. A list of the primary stations and the counties covered by each is available from the West Virginia State Police, Criminal Records Section.

b. A nonresident bail bond enforcer shall additionally be required to make notification to the West Virginia State Police detachment responsible for the area in which he/she will be acting as to the date the he/she will enter the state. A nonresident bail bond enforcer shall also make notification when he/she has concluded his/her actions within the state and as to when he/she will leave the state.

c. A bail bond enforcer who has made the required pre-action notification who learns that the subject is in a county not included in the initial pre-action notification shall make an additional pre-action notification as required in section 4.4.a.

d. A bail bond enforcer, who has made the pre-action notification required in 4.4.a., who is in active pursuit of an individual is not required to make additional written notification if the subject enters a county not included in the initial pre-action notification. Provided that the bail bond enforcer shall contact the West Virginia State Police detachment responsible for the county by telephone or in person as soon as reasonably possible and make a verbal notification.

§ 81-15-5 Expiration, Revocation, Denial, Renewal and Limitations of Registration,

Authorization and Notifications

5.1. Registration and enforcement authorization(s) must be approved and on file with the West Virginia State Police before the enforcer can act in such a capacity.

5.2. Registration is valid for a period of two (2) years from the date of approval.

5.3. Registration shall be deemed revoked at such time as the registrant becomes unable to meet the criteria for initial registration set forth in section 4.1. of this rule or if the registrant conducts any activity in noncompliance with the provisions of this rule or §51-10A-2 of the Code of W. Va.

5.4. If a bondsman ceases to function as such, any and all authorizations made by the bondsman will expire at the time the bondsman ends such business.

5.5. A bondsman may revoke any authorization given by them by notifying the Director of the Criminal Records Section of the West Virginia State Police in writing.

5.6. Return of a personal check used to pay registration and/or authorization fees will result in the revocation of the authorization and/or registration of the bail bond enforcer.

5.7. Authorization cards remain the property of the West Virginia State Police and shall be returned to the Director of the Criminal Records Section upon revocation of such authorization. Return of expired authorization cards is not required.

5.8. Any attempt to use an expired authorization card shall be grounds for revocation of the bail bond enforcer registration.

5.9. Renewal of a registration shall be accomplished by submitting the following items:

a. Completed Bail Bond Enforcer Registration Application

b. Two (2) recent, full face, color photographs of the registrant. Minimum size 3" x 3", maximum size 4" x 6".

c. A minimum of one (1) completed registration authorization or enforcement authorization unless a valid registration or enforcement authorization is on file and in effect at the time of the registration renewal.

5.10. Authorizations as such are not renewable, however a bail bondsman may make a new authorization to the same bail bond enforcer setting forth the same conditions as a previous authorization which has expired.

§ 81-15-6 Limitations of Bail Bond Enforcers

6.1. Bail bond enforcers may not enter an occupied residential structure without the consent of the occupants who are present at the time of the entry.

6.2. Bail bond enforcers may not conduct a bail recovery apprehension without written authorization as required in sections 4.3.d. and 5.1 of this rule.

6.2. Bail bond enforcers shall not wear, carry or display any uniform, badge, shield or other insignia or emblem that implies the bail bond enforcer is an employee, officer or agent of this state or any other state, a political subdivision of this state or any other state or of the federal government. A bail bond enforcer may display identification that indicates his/her status as a bail bond enforcer only.

6.4. A bail bond enforcer shall not conduct a bail bond apprehension without exercising due care to protect the safety of persons other than the defendant and the property of persons other than the defendant.

6.5. Registration and/or authorization does not authorize a bail bond enforcer to carry any dangerous or deadly weapon or exempt the bail bond enforcer from the requirements of § 61-7-3 of the Code of W. Va. or any other provisions of law.

§ 81-15-7 Fees

7.1. Fees shall be paid by personal check, cashier's check or money order only, cash payments are not acceptable.

7.2. A non-refundable fee of fifty dollars (\$50.00) must accompany initial and renewal applications for registration as a bail bond enforcer.

7.3. A non-refundable fee of ten dollars (\$10.00) must accompany each registration authorization.

7.4 A non-refundable fee of ten dollars (\$10.00) must accompany each enforcement authorization.

7.5. No fee is required for notifications.

7.6. A non-refundable fee of five dollars (\$5.00) is required for each duplicate enforcement authorization card request.

STATE OF WEST VIRGINIA

BAIL BOND ENFORCER REGISTRATION APPLICATION CHECKLIST

Initial Registration as a bail bond enforcer requires that the applicant submit the following items to the West Virginia State Police.

1. ___ Completed Bail Bond Enforcer Registration Application.
2. ___ Two (2) complete sets of fingerprints (Federal and State Applicant) of the applicant taken by a member or authorized civilian employee of the West Virginia State Police. (A valid government issued photo identification must be presented before fingerprints will be taken.)
3. ___ Two (2) recent, full face, color photographs of the registrant. Minimum size 3" x 3", maximum size 4" x 6".
4. ___ A minimum of one (1) completed Registration Authorization or
5. ___ A minimum of one (1) completed Enforcement Authorization (Continuous or Specific).
6. ___ Registration and authorization filing fees as required. (Payment by personal check, cashier's check or money order, payable to: West Virginia State Police).

The above items are to be submitted together to the following address:

West Virginia State Police
Criminal Records Section
Bail Bond Enforcer Registration
725 Jefferson Road
South Charleston, West Virginia 25309-1698

Filing fees are as follows:

Registration application \$50.00
Registration authorization: \$10.00
Enforcement authorization: \$10.00

Additional authorization forms may be submitted at any time during the life of the registration. Notification and apprehension forms do not have to accompany an application for registration. Authorization and notification forms may be copied as needed.

**STATE OF WEST VIRGINIA
BAIL BOND ENFORCER APPREHENSION FORM**

To whom it may concern:

_____, a registered bail bond enforcer, is authorized by

_____, a bail bondsman, to take into custody the

following named individual: _____

The above bail bondsman is acting as surety for the above named individual.

Bail Bondsman Signature: _____ Date: _____

Notice: This form must be in the possession of the bail bond enforcer when making an apprehension and must be presented to a law enforcement officer upon request.

If a bail piece for the individual is in the possession of the bail bond enforcer this form is not required.

**WEST VIRGINIA STATE POLICE
PRIMARY STATIONS**

Beckley

201 S. Eisenhower Drive
Beckley, WV 25801-4931
(304) 256-6700
Fax Number: (304) 256-6866

Counties: Fayette, Greenbrier, McDowell,
Mercer, Monroe, Nicholas, Raleigh, Summers

Elkins

1300 Harrison Avenue
Elkins, WV 26241-3323
(304) 637-0200
Fax Number: (304) 637-0203

Counties: Barbour, Pendleton, Pocahontas,
Randolph, Tucker, Upshur, Webster

Huntington

3339 U.S. Route 60 East
Huntington, WV 25705-2838
(304) 528-5555
Fax Number: (304) 528-5505

Counties: Cabell, Lincoln, Mason, Putnam,
Wayne

Logan

98 Canton Lane
Logan, WV 25601-3498
(304) 792-7200
Fax Number: (304) 792-7016

Counties: Boone, Logan, Mingo

Martinsburg

100 Shenandoah Road
Martinsburg, WV 25401-3798
(304) 267-0000
Fax Number: (304) 267-0003

Morgantown

11 Commerce Drive Suite 100
Westover, WV 26505-3095
(304) 285-3200
Fax Number: (304) 285-3183

Counties: Marion, Monongalia, Preston

Moundsville

1700 Lafayette Avenue
Moundsville, WV 26041-2349
(304) 843-4100
Fax Number: (304) 843-4065

Counties: Brooke, Hancock, Marshall, Ohio,
Tyler, Wetzel

Parkersburg

Route 9, Box 136
Parkersburg, WV 26101-9297
(304) 420-4600
Fax Number: (304) 420-4601

Counties: Pleasants, Ritchie, Wirt, Wood

Romney

425 Depot Street
Romney, WV 26757-1300
(304) 822-3562
Fax Number: (304) 822-7844

Counties: Grant, Hampshire, Hardy, Mineral

Shinnston

Box 95
Shinnston, WV 26431-0095
(304) 592-1101
Fax Number: (304) 592-2386

Counties: Braxton, Doddridge, Gilmer,
Harrison, Lewis, Taylor

South Charleston

711 Jefferson Road
South Charleston, WV 25309-1698
(304) 558-7777
Fax Number: (304) 558-7193

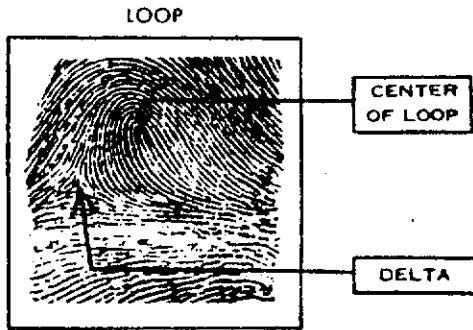
Counties: Calhoun, Clay, Jackson, Kanawha,
Roane

WEST VIRGINIA STATE POLICE
Criminal Identification Bureau
725 Jefferson Road
South Charleston, West Virginia 25309-1698

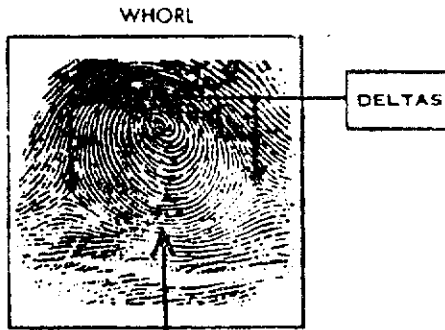
APPLICANT

To obtain classifiable fingerprints:

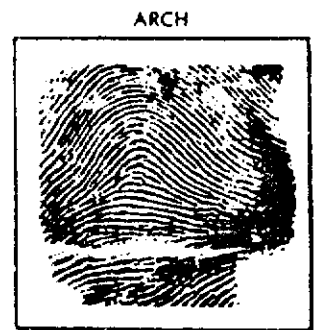
1. Use printer's ink.
2. Distribute ink evenly on inking slab.
3. Wash and dry fingers thoroughly.
4. Roll fingers from nail to nail, and avoid allowing fingers to slip.
5. Be sure impressions are recorded in correct order.
6. If an amputation or deformity makes it impossible to print a finger, make a notation to that effect in the individual finger block.
7. If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained with a memo stapled to the card explaining the circumstances.
8. Examine the completed prints to see if they can be classified, bearing in mind the following:
Most fingerprints fall into the patterns shown below (other patterns occur infrequently and are not shown here):



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR



ARCHES HAVE NO DELTAS

PASTE
PHOTOGRAPH HERE
(OPTIONAL)

Certification:

I hereby request a record check be made to find any police record on the herein named individual I certify this is for official business and I am authorizing _____ to obtain any record found.

(Signature)

(Agency)

(Representative)

(Address)

Taken, subscribed & sworn to before me this the _____ day of _____, 19 _____

Notary Public, _____ County

My commission expires the _____ day of _____, 19 _____

FORM DPS 40-A
 Revised 9/1978
APPLICANT

LEAVE THIS SPACE BLANK

SIGNATURE OF PERSON FINGERPRINTED	CONTRIBUTOR AND ADDRESS Superintendent State Police 725 Jefferson Road So. Charleston, WV 25309	COMPANY AND ADDRESS	SEX	
			RACE	
RESIDENCE OF PERSON FINGERPRINTED			HT (IN.)	WT.
			DATE OF BIRTH	
			HAIR	EYE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	NUMBER	SOCIAL SECURITY NUMBER	
TYPE OR PRINT ALL REQUESTED DATA	DATE FINGERPRINTED	LEAVE THIS SPACE BLANK	
ALIASES	PLACE OF BIRTH		CLASS. _____
	CITIZENSHIP		REF. _____

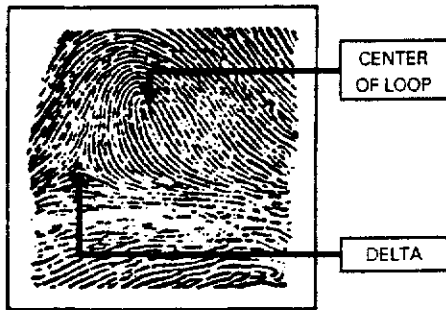
SEE REVERSE SIDE FOR FURTHER INSTRUCTIONS

1. RIGHT THUMB	2. RIGHT INDEX	3. RIGHT MIDDLE	4. RIGHT RING	5. RIGHT LITTLE
6. LEFT THUMB	7. LEFT INDEX	8. LEFT MIDDLE	9. LEFT RING	10. LEFT LITTLE
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C. 20537**

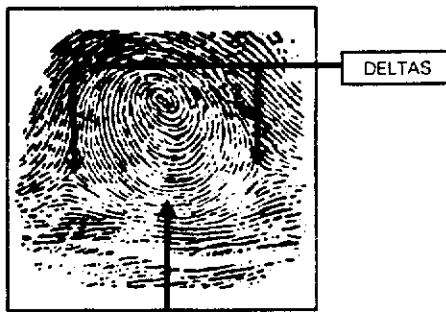
APPLICANT

1. LOOP



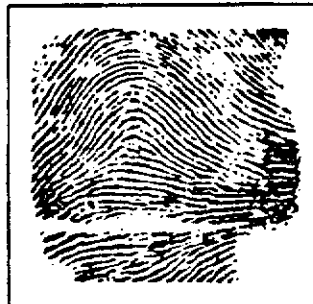
THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER
6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE)

THIS CARD FOR USE BY:

LEAVE THIS SPACE BLANK

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES, LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.**
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

INSTRUCTIONS:

- * 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
 2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
 - ** 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS" THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
 4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- MISCELLANEOUS NO. (M); RECORD OTHER ARMED FORCES NO. (RAF); PASSPORT NO. (PP); AGEN. REGISTRATION NO. (AR); PORT SECURITY CARD NO. (PS); SELECTIVE SERVICE NO. (SS); VETERANS' ADMINISTRATION CLAIM NO. (VA)

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			FBI		LEAVE BLANK	
				LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME				
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I	WWSP0000 SPOL CRIM ID BU S CHARLESTON, WV			DATE OF BIRTH <u>DOE</u>		
RESIDENCE OF PERSON FINGERPRINTED								Month	Day	
		CITIZENSHIP <u>CTZ</u>		SEX	RACE	HGT	WGT	EYES	HAIR	PLACE OF BIRTH <u>POB</u>
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>		LEAVE BLANK					
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>		CLASS _____						
		ARMED FORCES NO. <u>MNU</u>		REF. _____						
REASON FINGERPRINTED		SOCIAL SECURITY NO. <u>SOC</u>								
		MISCELLANEOUS NO. <u>MNU</u>								

1 R. THUMB	2 R. INDEX	3 R. MIDDLE	4 R. RING	5 R. LITTLE					
6 L. THUMB	7 L. INDEX	8 L. MIDDLE	9 L. RING	10 L. LITTLE					
+ LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L THUMB	R THUMB	+ RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

FORM DPS 40-A
Revised 9/1978

APPLICANT

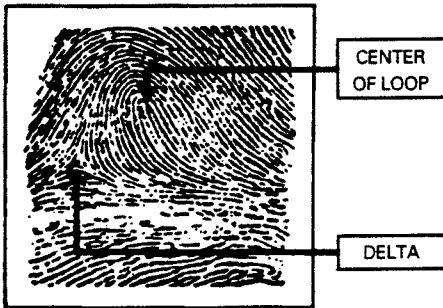
LEAVE THIS SPACE BLANK

SIGNATURE OF PERSON FINGERPRINTED		CONTRIBUTOR AND ADDRESS		COMPANY AND ADDRESS		SEX
RESIDENCE OF PERSON FINGERPRINTED		Superintendent State Police 725 Jefferson Road So. Charleston, WV 25309				RACE
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS						HT (IN.)
TYPE OR PRINT ALL REQUESTED DATA		NUMBER	SOCIAL SECURITY NUMBER			
ALIASES		DATE FINGERPRINTED	LEAVE THIS SPACE BLANK			
SEE REVERSE SIDE FOR FURTHER INSTRUCTIONS		PLACE OF BIRTH	CLASS. _____			
		CITIZENSHIP	REF. _____			
1. RIGHT THUMB	2. RIGHT INDEX	3. RIGHT MIDDLE	4. RIGHT RING	5. RIGHT LITTLE		
6. LEFT THUMB	7. LEFT INDEX	8. LEFT MIDDLE	9. LEFT RING	10. LEFT LITTLE		
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20537**

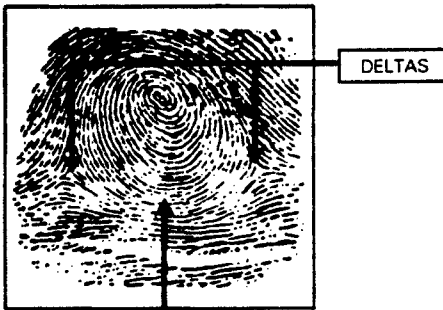
APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER
6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED. BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE)

THIS CARD FOR USE BY:

LEAVE THIS SPACE BLANK

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT**
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS

INSTRUCTIONS:

- * 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH
 2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCH SOLICITATION AND USES WHICH WILL BE MADE OF IT.
 - ** 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS" THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
 4. FBI NUMBER, IF KNOWN SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- MISCELLANEOUS NO. (M); RECORD, OTHER ARMED FORCES NO. (RAF); PASSPORT NO. (PP); ALIEN REGISTRATION NO. (ARI); PORT SECURITY CARD NO. (PSC); SELECTIVE SERVICE NO. (SSN); VETERANS ADMINISTRATION CLAIM NO. (VA)

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O
R
I

WVWSP0000
SPOL CRIM ID BU
S CHARLESTON, WV

DATE OF BIRTH DOE
Month Day

RESIDENCE OF PERSON FINGERPRINTED

CITIZENSHIP CTZ

SEX RACE HGT WGT EYES HAIR

PLACE OF BIRTH POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO FBI

CLASS _____

ARMED FORCES NO. MNU

REF. _____

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

1 R THUMB

2 R INDEX

3 R MIDDLE

4 R RING

5 R LITTLE

6 L THUMB

7 L INDEX

8 L MIDDLE

9 L RING

10 L LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L THUMB

R THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

**STATE OF WEST VIRGINIA
BAIL BOND ENFORCER CONTINUOUS AUTHORIZATION**

The below named individual has been granted continuous authorization to act as a bail bond enforcer for the below named bail bondsman.

Bail Bond Enforcer: _____

Bail Bondsman: _____

This authorization is valid in the following areas of West Virginia:

This authorization expires: _____ / _____ / _____

Notification of the West Virginia State Police is required before taking or attempting to take any defendant into custody.

A valid government issued photo identification must be presented with this authorization card.

**STATE OF WEST VIRGINIA
BAIL BOND ENFORCER SPECIFIC AUTHORIZATION**

The below named individual has been granted specific enforcement authorization to act as a bail bond enforcer for the below named bail bondsman.

Bail Bond Enforcer: _____

Bail Bondsman: _____

This authorization is valid for the following subject(s) only:

This authorization expires: _____ / _____ / _____

Notification of the West Virginia State Police is required before taking or attempting to take any defendant into custody.

A valid government issued photo identification must be presented with this authorization card.