

Kansas Administrative Regulations

Attorney General

Article 15.—Bail Enforcement Agent Licensing

16-15-2. Application for license.

(a) Except as otherwise provided by law, each person wanting to engage in activities as a bail enforcement agent, which is commonly known as a bounty hunter, shall submit an application to the attorney general on the form prescribed by the attorney general.

(b) The application shall be available electronically on the attorney general's web site. A printed copy of the application, the bail enforcement agent licensing act, and these regulations may be obtained from the attorney general for a fee of \$15.

(c) Each applicant shall meet the following requirements:

- (1) Complete the entire application under penalty of perjury;
- (2) have notarized those portions of the application required to be notarized; and
- (3) make complete and correct statements in the application.

(d) The applicant's fingerprints shall be taken at a law enforcement agency. The fingerprint card shall include the name of the person who took the applicant's fingerprints.

(e) An application shall be deemed incomplete and shall not be considered for approval by the attorney general if the application fails to include any of the following:

- (1) All signatures and information required by the application;
- (2) payment of all required fees as specified in K.A.R. 16-15-3; or
- (3) all attachments required by the application.

(f) Each application that remains incomplete for at least 30 days following the attorney general's request for the applicant to provide any missing information shall be deemed abandoned and shall be withdrawn from consideration.

(g) Each applicant shall include the following with the application:

- (1) The applicant's full name, date of birth, residential address, business address, and name of the applicant's current employer or employers;
- (2) in accordance with K.A.R. 16-15-3, payment of the following:

- (A) The initial licensure fee; and
- (B) the fee for the criminal history records check;
- (3) a photocopy of the applicant's driver's license or other government-issued identification card from the applicant's state of residence;
- (4) two color, passport-size photographs of the applicant taken within the preceding 30 days. Each photograph shall depict a full-frontal view of the applicant's head;
- (5) a statement of the applicant's employment history;
- (6) one classifiable set of the applicant's fingerprints taken by a federal, state, or municipal law enforcement agency;
- (7) if the applicant has a criminal history, a statement of the applicant's entire criminal history including, pursuant to K.S.A. 12-4516 and K.S.A. 2016 Supp. 21-6614 and amendments thereto, any criminal history that has been expunged;
- (8) a copy of the criminal history waiver form that was completed by the applicant before getting the applicant's fingerprints taken by a law enforcement agency;
- (9)(A) If the applicant holds or has held an authorization to act as a bail enforcement agent in a jurisdiction other than Kansas, a copy of any current or prior authorizations held by the applicant or, if the prior authorization is no longer in the possession of the applicant, a description of who the authorizing entity was and a date as to when the authorization was last valid; and
- (B) if any current or prior authorization has been encumbered by the authorizing entity, an explanation as to why that authorization was encumbered and a certified copy of any document ordering or establishing that encumbrance. The certified copy shall be submitted by the authorizing entity directly to the attorney general; and
- (10) a statement that the applicant does not meet the criteria for denial of licensure under K.S.A. 2016 Supp. 75-7e03, and amendments thereto, and does not meet the criteria for any encumbrance pursuant to K.S.A. 2016 Supp. 75-7e06, and amendments thereto.
- (h) Each applicant shall be responsible for the payment of any other expenses required in order to complete the application requirements specified in this regulation. (Authorized by K.S.A. 2016 Supp. 75-7e07; implementing K.S.A. 2016 Supp. 75-7e03, 75-7e06, and 75-7e08; effective, T-16-6-29-16, July 1, 2016; effective Oct. 21, 2016.)

***** Authenticated Kansas Administrative Regulation *****