



West Virginia Offices of the Insurance Commissioner

Instructions to Complete Notice of Bond Encumbrance

A professional bail bondsman who has pledged real estate as collateral to issue criminal bail bonds is required to complete a Notice of Bond Encumbrance form pursuant to West Virginia Code of State Rules §114-103-3.2.1.c.3.b.

Unless otherwise noted on the form, the Notice of Bond Encumbrance needs to be completed by the licensed professional bail bondsman or his or her attorney. The Notice of Bond Encumbrance should be signed by the owner of the subject real estate, with the signature notarized. It is preferable that the signature be completed in blue ink.

The Notice of Bond Encumbrance should be recorded with the Office of the Clerk of the County Commission in the county where the subject real estate is located.

A Notice of Bond Encumbrance must be completed and recorded for each piece of real property that the professional bondsman has pledged as collateral to issue criminal bail bonds.

Once the completed Notice of Bond Encumbrance is recorded with the County Clerk's Office, it should be emailed to oicbailbondsmen@wv.gov or mailed to West Virginia Offices of the Insurance Commissioner, P.O. Box 50540, Charleston, WV 25305-0540.

For any questions regarding this requirement, please contact the Offices of the Insurance Commissioner, Licensing and Education Division, at 304-558-0610 or email oicbailbondsmen@wv.gov.