



UNDERSTANDING YOUR KIOSK DEPOSIT

STEP 1: Obtaining Funds in Cash

In most cases involving a civil process, you will be required to provide your bond amount in cash. It is vital to follow the instructions provided by your contacting officer or the appropriate government official. Funds are deposited into the United States Treasury.

STEP 2: Assigning Kiosk Location

After obtaining the necessary funds—and prior to traveling to the approved secure kiosk locations—you must maintain confidentiality regarding these matters until the matter is resolved at the sheriff's department. Kiosks are located in safe, convenient locations.

Remember: Your bail is your private business.

STEP 3: Obtaining the Bond Receipt

Ensure you have your Trust Account ID (10-digit FBI Acct #) and the QR code issued by the U.S. Department of the Treasury. The deposit is secured with a PIN that will be provided to you. Your funds remain in your possession until you arrive at the Sheriff's Department to officially release them into the system.

STEP 4: En Route to the Sheriff's Office

Once you have secured your bond voucher, sign out of your account and proceed to the Sheriff's office or police authority to confirm your bail. Your contact officer will use the designated kiosk at the Government Center to finalize the deposit using your PIN, ID number, and QR code.

“Under the civil process, failure to arrive with the correct BTC bond certificate will result in an immediate arrest.”



Civil Division
U.S. Department of Justice