



# Cindy Stuart

CLERK OF COURT & COMPTROLLER  
HILLSBOROUGH COUNTY

## BAIL BOND AGENT REGISTRATION FORM 1/2

Pursuant to §648.42, Florida Statutes, Agents are required to both register and file a certified copy of the surety's power of attorney with the Clerk and Sheriff by April 1<sup>st</sup> of each odd-numbered year in the county in which the agent resides. The Clerk may not permit registration unless the agent is currently licensed and appointed by the department. An agent may also register in any other county.

**Registration for Active Period: April 1, 2023 – March 31, 2025**

Name: \_\_\_\_\_ License #: \_\_\_\_\_  
County of Residence: \_\_\_\_\_ Agency Name: \_\_\_\_\_  
Agency Phone #: \_\_\_\_\_ Agency Email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: FL Zip: \_\_\_\_\_  
Agent Phone #: \_\_\_\_\_  
Surety Name \_\_\_\_\_ Surety Company Email \_\_\_\_\_  
Surety Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: FL Zip: \_\_\_\_\_

Agent agrees by initialing the following:

1. \_\_\_\_\_ To give written notice to the Clerk within 10 business days of any change in agent's principal business address, telephone number, or e-mail address. {See §648.421, Florida Statutes}
2. \_\_\_\_\_ Any licensed agent who is authorized and appointed to sign the appointed agent's name to bonds must file a copy of the power of appointment given to the appointed agent with the Sheriff and Clerk in the county where the appointed agent resides and with the Department of Financial Services. {See §648.43, Florida Statutes}
3. \_\_\_\_\_ All agents that are corporations must register their corporate name and any fictitious name ["Doing Business As" (D/B/A)] with the Department of State, Division of Corporations and with the Clerk. {See §865.09, Florida Statutes} They must also register the fictitious name with the Clerk. All agents must use their full registered corporate name or any registered fictitious name on all bail bond related matters in Hillsborough County.
4. \_\_\_\_\_ When writing a bond, agent must print or stamp his or her license number and name below or next to the signature so that the Clerk can identify the agent who wrote the bond.
5. \_\_\_\_\_ The Clerk's Office will e-mail or mail hearing notices and other agent notices to a single address, which is the address shown on the bond, unless the agent has an e-mail address on file, in which case it will be sent to the e-mail address on file. If there is no address listed on the bond on file, then notice will be sent to the surety's street or e-mail address the Clerk has on file for the surety. On transfer bonds, the transfer agent and underlying company or surety will receive the notice. Notice will be sent to all parties at the e-mail addresses on file with the Clerk's Office, unless an alternate e-mail address has been provided.

Date: \_\_\_\_\_ Agent's Signature \_\_\_\_\_

## BAIL BOND AGENT REGISTRATION FORM 2/2

Registration for Active Period: April 1, 2023 – March 31, 2025

Name: \_\_\_\_\_ License #: \_\_\_\_\_

### INSTRUCTIONS:

E-mail registration form, copy of license, and copy of certified power of attorney to: [bondsstaff@hillsclerk.com](mailto:bondsstaff@hillsclerk.com)  
or file in person at the Customer Service Center located at 800 E. Twiggs St., Tampa, FL 33601 , Room 101

### Office Use Only – License Verification

Agent Licensed  Yes  No Date Verified: \_\_\_\_\_

Clerk \_\_\_\_\_ Comments: \_\_\_\_\_

**Equity. Transparency. Independence.**

 (813) 276-8100  HILLSCLERK.COM

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