



P.O. Box 3371
Phone (813)247-8000
www.hcso.tampa.fl.us

David Gee, Sheriff
Jose Docobo, Chief Deputy

Hillsborough County
Tampa, Florida 33601

January 18, 2017

To: Bail Bond Agents
Subject: Registration Procedures for April 1, 2017

Florida Statute §648.42 requires bail bond agents to both register and file a certified copy of his or her appointment by power of attorney with the Sheriff and the Clerk of the Circuit by April 1st of each odd-numbered year in the county in which the agent resides.

To register you must provide:

1. A completed Hillsborough County Sheriff's Office registration form for each surety company (including a notarized signature if submitting by mail).
2. A certified copy of your renewed qualifying Power of Attorney.
3. A copy of your Florida Department of Financial Services License Photo ID.
4. Original Certificate of Appointment by your insurance company.

In order to provide a streamlined and convenient registration process for bail bond agents, the Hillsborough County Sheriff's Office along with the Hillsborough Clerk of the Circuit Court will be providing an option of "One Stop Shop" agent registrations at the following location (dates and times noted):

Clerk's Office Official Records Department
419 Pierce St. 1st floor, Room 140 (Old Courthouse Building)
Tampa, Florida 33601

Thursday	January 26 th	8:00 a.m. - 12:00 p.m.
Thursday	February 23 rd	1:00 p.m. - 5:00 p.m.
Thursday	March 9 th	8:00 a.m. - 12:00 p.m.
Thursday	March 23 rd	1:00 p.m. - 5:00 p.m.

If you are unavailable to participate in one of the above dates, registrations may be mailed directly to:

Hillsborough County Sheriff's Office
Attention: Financial Services Division
P.O. Box 3371
Tampa, Florida, 33601

Registrations must be received by the Hillsborough County Sheriff's Office prior to 4:30 p.m., Friday, March 24, 2017 so that bonds may be written beginning 12:01 a.m., Saturday, April 1, 2017. If your package is incomplete, you will be contacted to provide the missing information.

If you have any questions regarding these procedures, please call the Financial Services Division at (813) 247-8036.

Sincerely,

A handwritten signature in blue ink, appearing to read 'CRP', is positioned above the printed name.

Christina R. Porter, CPA
Chief Financial Officer

CRP/mah