

Hillsborough County Clerk of Court/Hillsborough County Sheriff
BAIL BOND AGENT REGISTRATION FORM

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 1st of each odd-numbered year in the county in which the agent resides. §648.42, Fla. Stat. 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 Period:	April 1, 2015 – March 31, 2017	License No.:	
Name			County of Residence
Surety Company			
Surety Company E-mail for Notices			
Agent Address	City	St	FL Zip
Agent E-mail	Consent for clerk/court notice: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Agency Name	Agent Phone		
Agency Address:	City	St	FL Zip
Agency Phone/E-mail	E-mail		

Agent agrees by initialing the following:

1. ____ To give written notice to the clerk within 10 working days of any change in agent's principal business address, telephone number, or email address. §648.421, Fla. Stat.
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. §648.43, Fla. Stat.
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. §865.09, Fla. Stat. 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 mail or e-mail hearing notices and other agent notices to a single address—the address shown on the bond, unless the agent has an e-mail address on file, in which case it will be sent to that e-mail address. Notice on bonds without agent addresses will be sent to the street or e-mail address on file for the agency for the benefit of the agent or, if none, to the surety's street or email address the clerk has for the surety. On transfer bonds, the agent receiving the notice is responsible for sending the notice to any affected agents and for e-mailed notices. Notice will be sent to the e-mail address for the agent who wrote the bond unless an alternate e-mail address has been provided.

Date: _____ Agent's Signature _____

Email registration form, copy of license, and certified copy of power of attorney to:

BondForfeitureDept@hillsclerk.com

Office Use Only – License Verification

Agent Licensed Yes No

Date verified: _____ Clerk _____

Comments: _____

CLERK OF THE CIRCUIT COURT

To: Bail Bond Agents Registering in Hillsborough County

From: Hillsborough County Clerk of the Circuit Court

Re: Bail Bond Agent Registration for April 1, 2015

Date: _____

MEMORANDUM

Florida Statutes require bail bond agents to register with both the Hillsborough County Sheriff's Office and the Hillsborough County Clerk's Office before they can issue bonds in Hillsborough County. § 648.42, Fla. Stat. Agents must be registered by April 1st of each odd-numbered year.

The Sheriff's and Clerk's Offices are now accepting bail bond agent registrations for the period covering April 1, 2015 to March 31, 2017. Registration consists of filing (1) a completed registration form for each Surety and/or Agency for whom the agent writes bail bonds, in Word format posted below; (2) a certified copy of a power of attorney from each insurer the agent represents; and (3) proof that the agent is currently licensed (copy of license). Agents may e-mail their completed registration papers for the Clerk's office to BondForfeitureDept@hillsclerk.com or file in person at 700 E. Twiggs St. 7th Floor, room 752.

The "certification" on the power can be by the insurer. If the agent cannot provide a certification by the insurer, the agent can record the original power of attorney and purchase certified copies from official records for filing with the Clerk's and Sheriff's offices.

Once the Clerk's office verifies that an agent is licensed and the paperwork is satisfactory, no further action by the agent is required. However, the Clerk's office will notify the agent only if the registration is incomplete and further action will be required by the agent.

Note that chapter 903, Florida Statutes, now authorizes electronic notice to bail bond agents for court notices as well as forfeiture notices. Provided you have consented to receive electronic notification, once the Clerk implements the same, you will receive electronic notification for court proceedings.