



David Gee, Sheriff
Jose Docobo, Chief Deputy

P.O. Box 3371
Phone (813) 247-8000
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Hillsborough County
Tampa, Florida 33601

January 13, 2015

TO: Bail Bond Agents

Subject: Registration Procedures for April 1, 2015

Florida Statute 648.42 requires that bail bond agents register and file a certified copy of his or her appointment by power of attorney from each insurer which he or she represents as a bail bond agent with the Sheriff and the Clerk of Court by April 1st of each odd numbered year.

To register you must provide:

1. A completed Hillsborough County Registration Form including a notarized signature.
2. A renewed qualifying Power of Attorney. Power of Attorney must be recorded at the courthouse and a certified copy must be provided with your registration.
3. A copy of your Florida Department of Insurance License Photo ID.
4. Original Certificate of Appointment by your insurance company.

Bail bond agents must register prior to 4:30 p.m. Wednesday, March 25, 2015 in order to write bonds starting 12:01 a.m., Wednesday, April 1, 2015.

WE WILL ONLY ACCEPT REGISTRATIONS BY MAIL. Please send your complete application to the Hillsborough County Sheriff's Office, Attention: Office of the Comptroller, P.O. Box 3371, Tampa, Florida 33601. If your package is incomplete, you will be notified and missing information must be provided.

If you have any questions regarding these procedures, please call the Office of the Comptroller at (813) 247-8039.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christina R. Porter".

Christina R. Porter, CPA
Comptroller

CRP/clh