



# OFFICE OF THE SHERIFF

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**Chad Chronister, Sheriff**  
**Jose Docobo, Chief Deputy**  
*Hillsborough County, Florida*

October 17, 2017

To: Bail Bond Agents

Subject: Registration Procedures for the period of October 1, 2017 through March 31, 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.

Registration documents may be mailed directly to:

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

If you have any questions regarding these procedures, please call the Financial Services Division at (813) 247-8144.

Sincerely,

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

Christina R. Porter, CPA  
Chief Financial Officer

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