

QRG – Renewing a Bail Bond Application

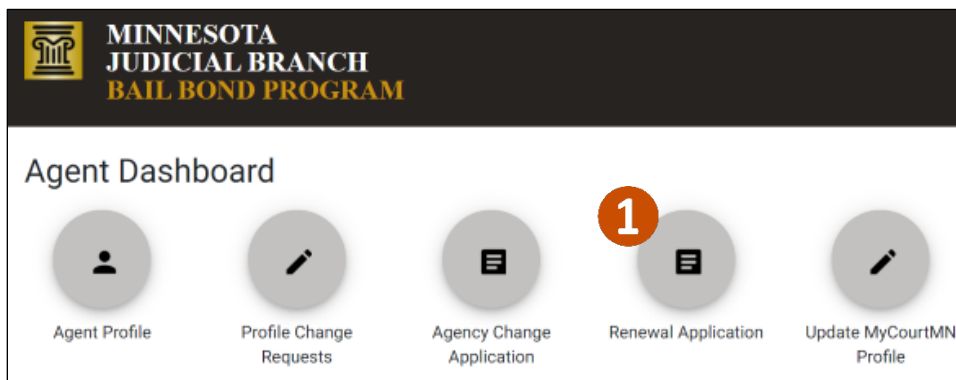
Renew an application

1. After logging in to the Bail Bond Program Database, click **Renewal Application**.



For login instructions, refer to the Log into MyCourtMN Account section in the QRG – Creating a MyCourtMN Account on the [Bail Bond Program](#) website.

The following instructions show an agent renewal; however, the steps and screens are similar for agencies and sureties.



2. Update any applicant information.

The screenshot shows the 'Agent Application' form with a progress bar at the top. The progress bar has five steps: 1. Applicant Information, 2. Questionnaire (highlighted with a red circle and a red warning triangle), 3. Agency, Surety & Documents, 4. Review, and 5. Sign & Submit. The form fields include:

- First Name *: Sample (6/50)
- Middle Name
- Last Name *: Agent (5/50)
- Date of Birth *: 5/1/1970 (mm/dd/yyyy)
- MN Insurance Producer License Number *: 1234567 (7/50)
- MN Insurance Producer License Number Exp.: 5/1/2024 (mm/dd/yyyy)
- Drivers License or State ID Type *: Driver's License
- Drivers License or State ID Number *: 1234567 (7/50)
- Drivers License or State ID State *: Minnesota

A red circle with the number 2 is placed over the 'Questionnaire' step in the progress bar. A legend indicates that an asterisk (*) indicates a required field.



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3. Update any contact information. Then click **Next**

Contact Information

Primary Phone * 651-555-1234 Ext. 12/20 0/10

Is this a mobile phone? Yes No

Email Address * megan.rlx@courts.state.mn.us 28/200

Mailing Address

Address 1 (Street, Apartment Number) * 123 Maple St 12/80

Address 2 (Street, Apartment Number)

City * St. Paul 8/50 State * Minnesota Zip Code * 55123 0/80 5/10

Next

4. Complete the Questionnaire and click **Next**.

Agent Application (*) Indicates a required field

1 Applicant Information 2 Questionnaire 3 Agency, Surety & Documents 4 Review 5 Sign & Submit

Questionnaire

1 Since the date of your last application, have you been charged with, or convicted of a misdemeanor, gross misdemeanor, or felony offense? * **1** More Information Yes No

2 Do you currently have charges pending for a misdemeanor, gross misdemeanor, or felony offense? * **1** More Information Yes No

3 Since the date of your last application, have you been a defendant in any lawsuit, arbitration, or other proceeding involving allegations of fraud, misappropriation, conversion, mismanagement of funds, or breach financial obligation? * Yes No

Back **Next**

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5. Agency and Surety Information is now read only. If changes are necessary, submit the change request form prior to the renewal period.

Home » Agent Application

Agent Application (*) Indicates a required field

Progress: 1 Applicant Information, 2 Questionnaire, 3 Agency, Surety & Documents, 4 Review, 5 Sign & Submit

Agency & Surety Information

5

Current Agency
Infinity Bonds

Current Sureties
A Sherman Surety test
A Sherman Surety test

6. Click **Add a Document** to upload required documents. Then click **Next**.

Documents

**All documents must be in one of the following formats: png, jpeg, jpg, gif, pdf*

You must attach the following:

- One personal photo.
- One Drivers License or ID Card from State of Residence document.

6

Personal Photo * Add a Document

There are no personal photos.

Drivers License or ID Card from State of Residence * Add a Document

There are no Drivers License or ID Card from State of Residence documents

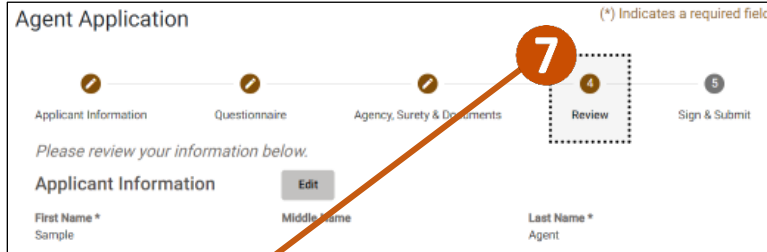
Supporting Documents, if applicable Add a Document

There are no supporting documents

Back Next

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7. Review the renewal information. Click **Next**.



Agent Application (*) Indicates a required field

Applicant Information Questionnaire Agency, Surety & Documents **Review** Sign & Submit

Please review your information below.

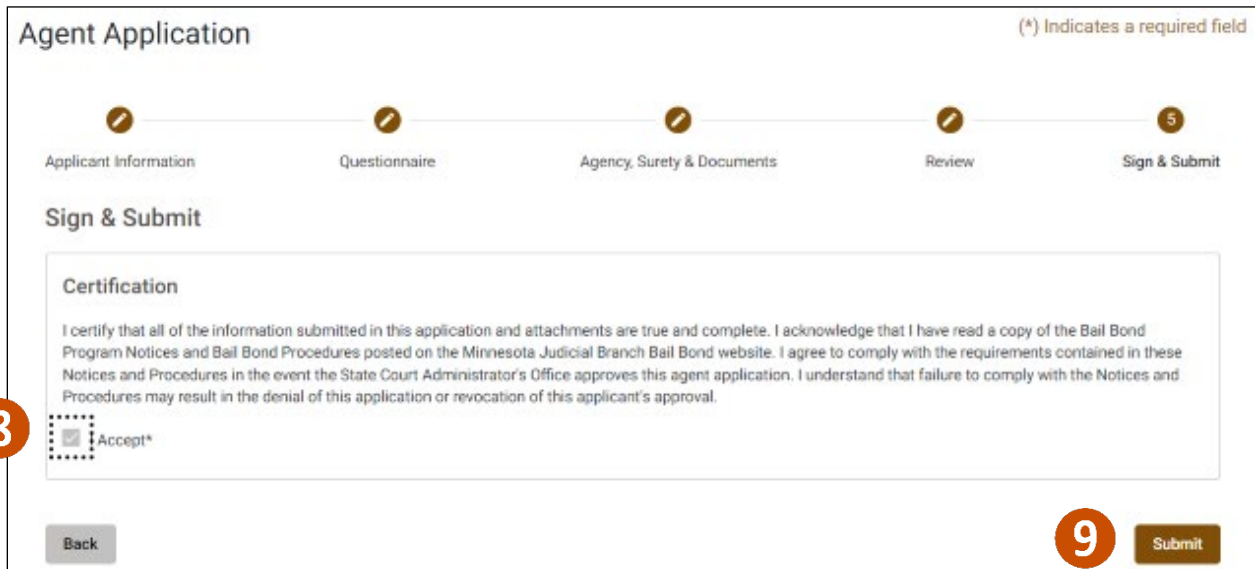
Applicant Information

First Name *
Sample Middle Name Last Name *
Agent



8. Check **I Accept**.

9. Click **Submit**.



Agent Application (*) Indicates a required field

Applicant Information Questionnaire Agency, Surety & Documents Review **Sign & Submit**

Sign & Submit

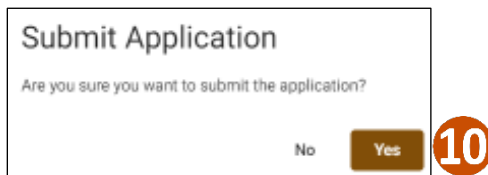
Certification

I certify that all of the information submitted in this application and attachments are true and complete. I acknowledge that I have read a copy of the Bail Bond Program Notices and Bail Bond Procedures posted on the Minnesota Judicial Branch Bail Bond website. I agree to comply with the requirements contained in these Notices and Procedures in the event the State Court Administrator's Office approves this agent application. I understand that failure to comply with the Notices and Procedures may result in the denial of this application or revocation of this applicant's approval.

Accept*

Submit

10. Click **Yes** in the Submit Application message.



Submit Application

Are you sure you want to submit the application?

No **10**