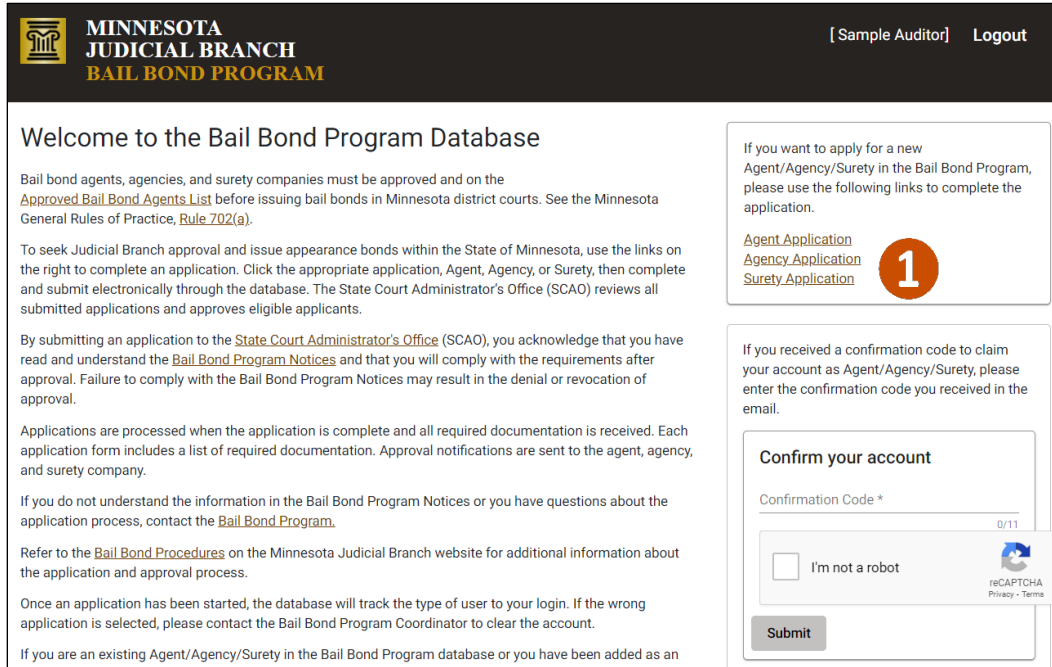![Minnesota Judicial Branch logo]

QRG – Submitting a New Surety Application
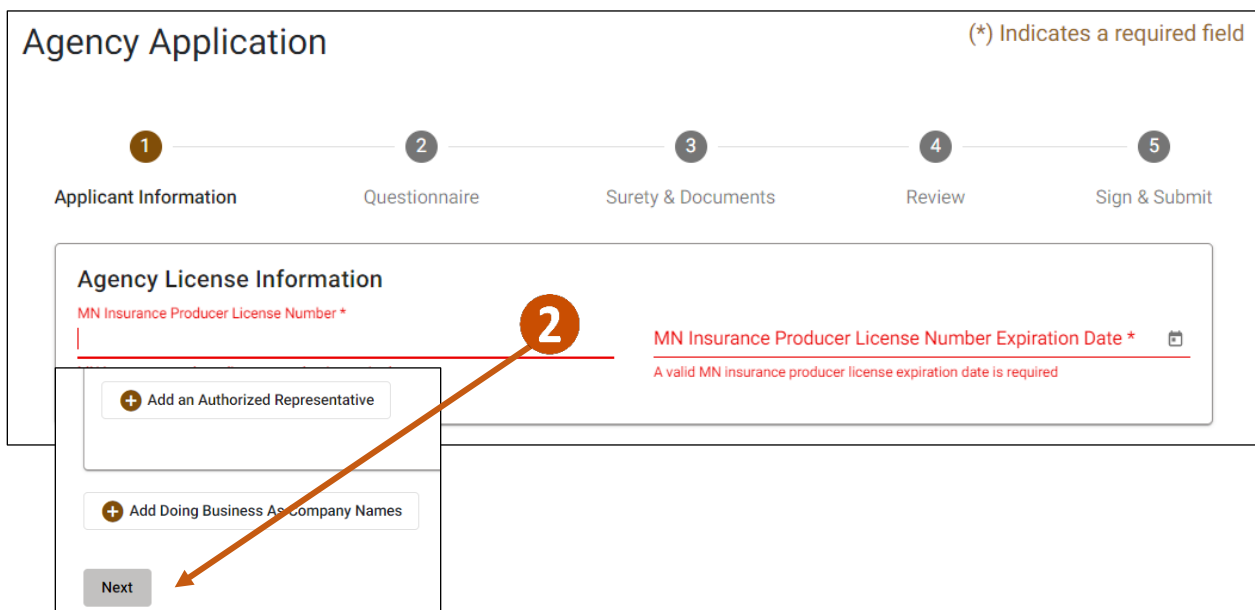
Create a new agency application

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

Refer to QRG – Creating a MyCourtMN User Account on the Bail Bond Program website for login instructions.

2. Complete the Applicant Information fields following prompts in red, then click **Next**.

QRG – Submitting a New Surety Application

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

4. Select **Surety Information**.

QRG – Submitting a New Surety Application

Add required documents

1. Click **Add a Document** to upload required documents.

Documents

You must attach the following:
- At least one Qualified Power of Attorney document **for each appointing surety**.
- Department of Commerce License is required.
- Secretary of State's Office Certificate of Registration is required.

Qualified Power of Attorney (QPOA) from each appointing surety *   ① Add a Document

There are no Qualified Power of Attorney (QPOA) documents for appointing surety.

2. Click **Choose File** and select the document from your local device.

3. Click **Save**.

Add a Qualified Power of Attorney Document

Document Name

For the Chrome browser, you can drag and drop a file in the square below.

② Choose File | No file chosen

③ Save   Close

4. Click **Next**.

Secretary of State's Office Certificate of Registration *   Add a Document

Sample Agency SOS   Uploaded 06/08/2022   ⬇ ✏ 🗑

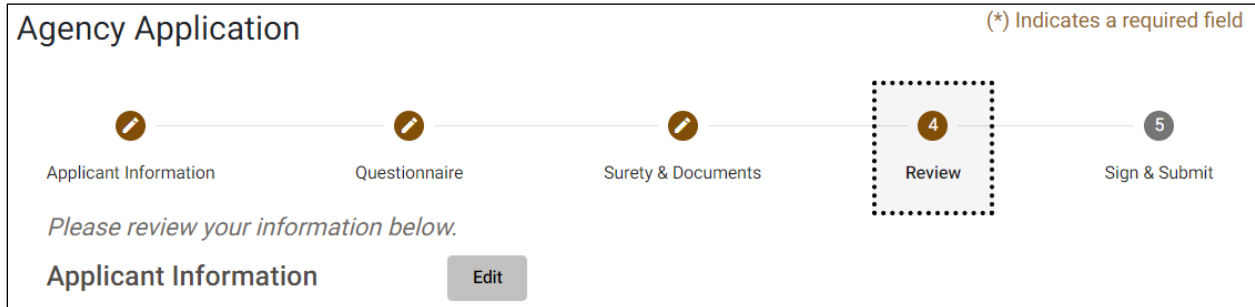Supporting Documents, if applicable   Add a Document

There are no supporting documents

Back   Next ④

QRG – Submitting a New Surety Application

Review and submit the application

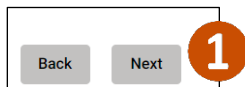1. Review the information and click **Next**.
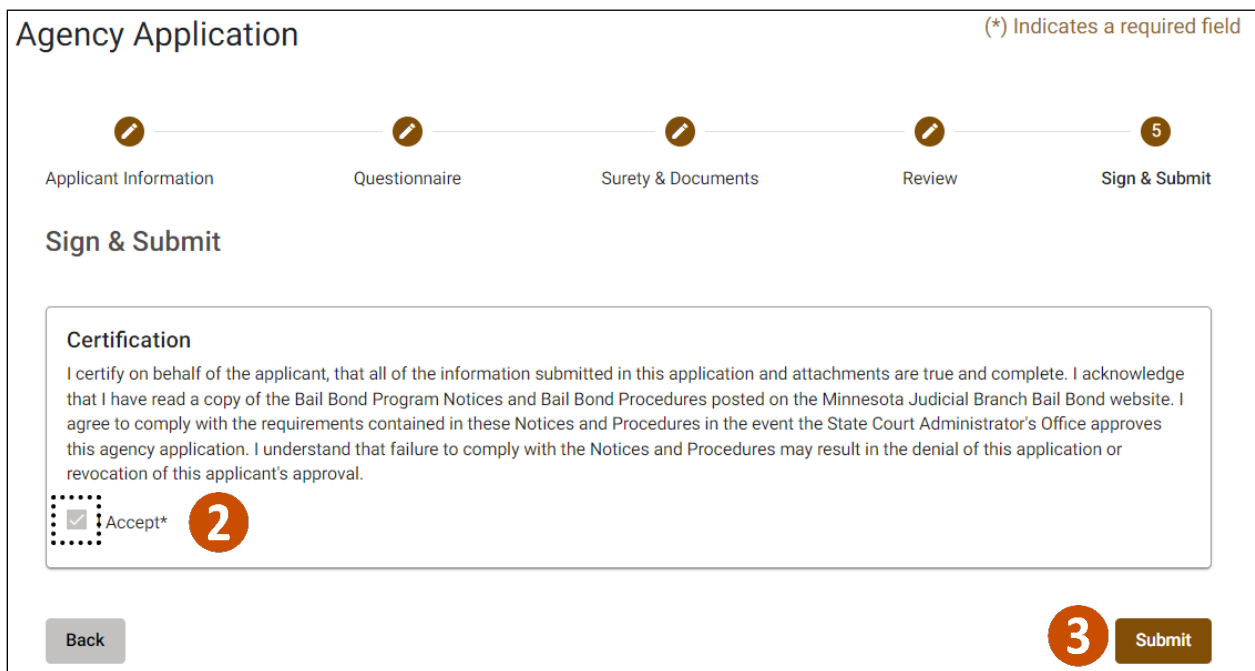
2. Click the **I Accept** check box.

3. Click **Submit**.

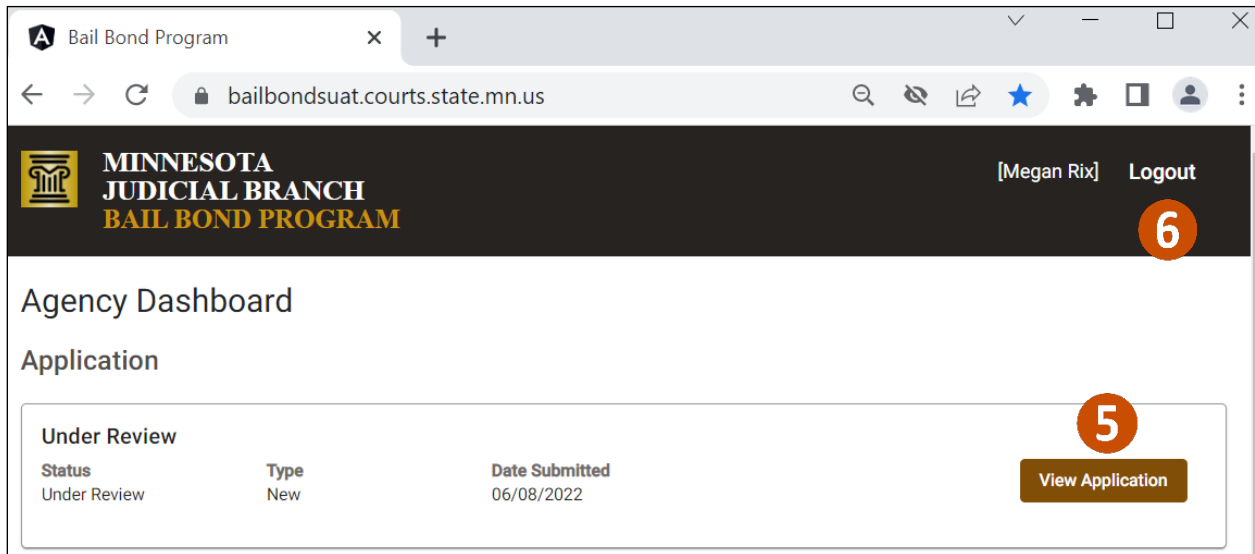

4. Click **Yes** in the Submit Application message.

QRG – Submitting a New Surety Application

5. Click **View Application** to review the completed application.

    Or

6. Click **Logout** in the upper right hand corner to close the Bail Bond Program Dashboard.