

**MINNESOTA JUDICIAL BRANCH
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)
BAIL BOND AGENCY APPLICATION**

Introduction

This form should be used in the following circumstances:

- A new Bonding Agency is established to conduct bail bond business in Minnesota; or
- An existing Bonding Agency, established to do business in another state, wishes to begin doing business in Minnesota.

This application does not provide approval for an individual agent to write bonds.

Each individual who wishes to be approved to conduct bail bond business in Minnesota must fill out a separate New Agent Application form. Please follow the instructions carefully.

Please be advised that you are prohibited by Rule 702 of the Minnesota General Rules of Practice for the District Court from engaging in bail bond work for the new bonding agency until the application has been processed and approved by SCAO.

Part I – Bonding Agency Information

Complete Part I of the application. This application must be signed and dated by an owner of the bonding agency. The application must also be fully notarized. **NOTE:** You may not notarize your own signature.

Bonding Agency: By signing this application, you acknowledge that the bonding agency is authorized to post bonds in the state of Minnesota by the Minnesota Department of Commerce; that the bonding agency assumes full responsibility for the actions of the agency's current and future approved agents; that you have read and understand the Bail Bond Program Notices; and that you will comply with the requirements contained in the Notices.

Required attachments (may be photocopies)

- | |
|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Power of Attorney from each Surety Company<input type="checkbox"/> Copy of your business license from the Minnesota Department of Commerce<input type="checkbox"/> Copy of certificate of registration from Minnesota Secretary of State's Office |
|--|

Applications will not be processed until the entire application is complete and all required documentation is received. Failure to provide the required information and complete the application may delay the process for approving your bail bond agency to conduct bail bond work in Minnesota District Courts.

Send completed original application and required documentation to SCAO at:

Bail Bond Program
State Court Administrator's Office
Court Services Division
25 Rev. Dr. Martin Luther King Jr. Blvd., Suite 105
St. Paul, MN 55155

**MINNESOTA JUDICIAL BRANCH
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)
BAIL BOND AGENCY APPLICATION**

Approval of Application

If your application is approved, notice of approval will be sent to the bonding agency and the surety company(ies) at the addresses provided on the application.

If your application is denied, a letter will be sent notifying you of the grounds for denial and the procedure for requesting review by the State Court Administrator. An application may be denied for the following reasons:

- The bonding agency is not currently authorized by the Minnesota Department of Commerce to write bail bonds;
- The applicant's surety is not currently authorized to do business in Minnesota by the Minnesota Department of Commerce;
- The applicant, his or her general agents or surety company has outstanding/unpaid bonds in any county, state or federal court in Minnesota.

In the event your application is denied, you have thirty (30) days from the date of denial within which to submit a written request for review.

Questions about the application process may be directed to SCAO at 651-282-6769.

**MINNESOTA JUDICIAL BRANCH
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)
BAIL BOND AGENCY APPLICATION**

**PART I - Bonding Agency
(Please type or print legibly)**

NEW BONDING AGENCY INFORMATION:

Name of Bonding Agency

Street

City

State

Zip code

()

()

Phone

Fax

Email address

BONDING AGENCY AUTHORIZED CONTACTS (attach additional pages if necessary):

List all individuals who are authorized by this agency to make changes to bonding agency information or status, agent approval status and any other agency or agent specific requests. Requests to make changes to agency records will ONLY be implemented if the requestor's name is on this list.

| | | |
|------|-------|-------|
| Name | Title | Phone |
|------|-------|-------|

| | | |
|------|-------|-------|
| Name | Title | Phone |
|------|-------|-------|

| | | |
|------|-------|-------|
| Name | Title | Phone |
|------|-------|-------|

**MINNESOTA JUDICIAL BRANCH
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)
BAIL BOND AGENCY APPLICATION**

SURETY INFORMATION:

List all sureties for which the agency is authorized to write bonds; including address and phone number (attach additional pages if necessary):

Name of Surety Company

Address

Contact Person

Phone Number

Do you, your general agents, or Surety Company have any outstanding or unpaid bonds in any county, state, or federal court in the State of Minnesota? If yes, please provide details on a separate page.

Yes No

Certification of Bonding Agency

I, _____, hereby certify that the above named bonding agency is authorized to conduct bail bond work in the state of Minnesota by the Minnesota Department of Commerce and the Minnesota Secretary of State's Office. This agency is backed by the above named Surety(ies), which is (are) authorized to do business in the State of Minnesota. The agency assumes full responsibility for the actions of all current and future agents approved to conduct business with this agency. It is the responsibility of our agency to notify the State Court Administrator's Office of any change in this agency's status.

Signature of agency owner

Date (MM/DD/YYYY)

Name of agency owner – print

Title of Signor

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My commission expires:

Notary Stamp