

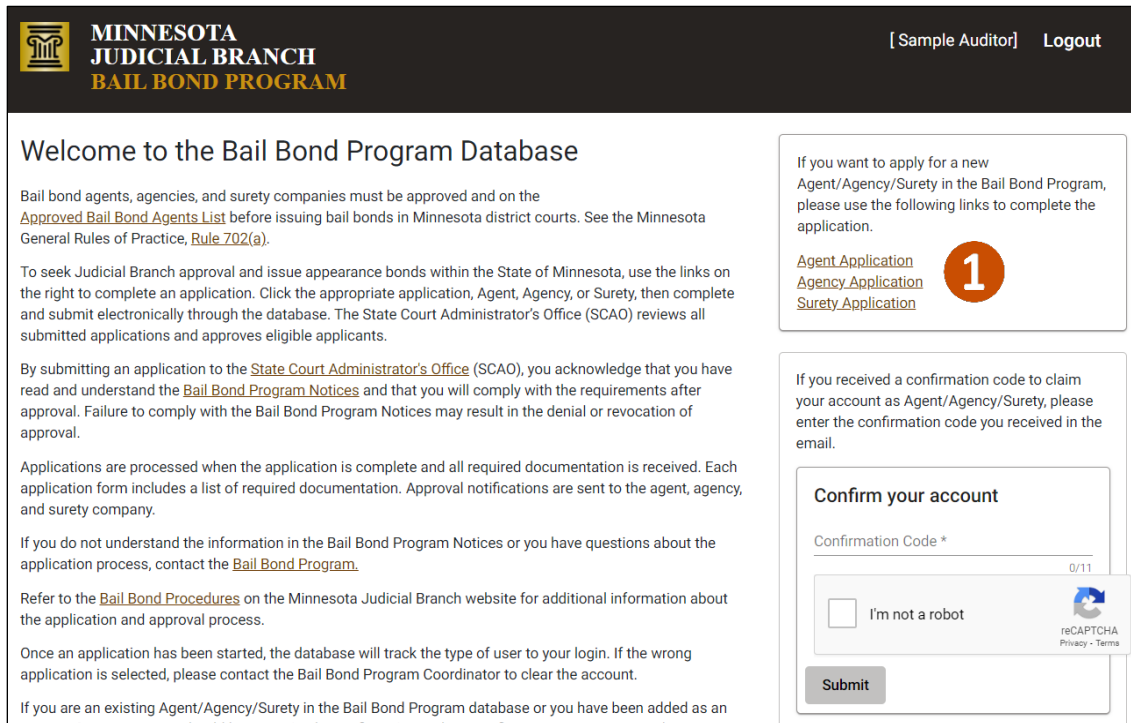
QRG – Submitting a New Agent Application

Create a new agent application

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



Refer to QRG – Creating a MyCourtMN User Account on the [Bail Bond Program](#) website for login instructions.



MINNESOTA JUDICIAL BRANCH BAIL BOND PROGRAM [Sample Auditor] Logout

Welcome to the Bail Bond Program Database

Bail bond agents, agencies, and surety companies must be approved and on the [Approved Bail Bond Agents List](#) before issuing bail bonds in Minnesota district courts. See the Minnesota General Rules of Practice, [Rule 702\(a\)](#).

To seek Judicial Branch approval and issue appearance bonds within the State of Minnesota, use the links on the right to complete an application. Click the appropriate application, Agent, Agency, or Surety, then complete and submit electronically through the database. The State Court Administrator's Office (SCAO) reviews all submitted applications and approves eligible applicants.

By submitting an application to the [State Court Administrator's Office](#) (SCAO), you acknowledge that you have read and understand the [Bail Bond Program Notices](#) and that you will comply with the requirements after approval. Failure to comply with the Bail Bond Program Notices may result in the denial or revocation of approval.

Applications are processed when the application is complete and all required documentation is received. Each application form includes a list of required documentation. Approval notifications are sent to the agent, agency, and surety company.

If you do not understand the information in the Bail Bond Program Notices or you have questions about the application process, contact the [Bail Bond Program](#).

Refer to the [Bail Bond Procedures](#) on the Minnesota Judicial Branch website for additional information about the application and approval process.

Once an application has been started, the database will track the type of user to your login. If the wrong application is selected, please contact the Bail Bond Program Coordinator to clear the account.

If you are an existing Agent/Agency/Surety in the Bail Bond Program database or you have been added as an


If you want to apply for a new Agent/Agency/Surety in the Bail Bond Program, please use the following links to complete the application.

[Agent Application](#) 1
[Agency Application](#)
[Surety Application](#)

If you received a confirmation code to claim your account as Agent/Agency/Surety, please enter the confirmation code you received in the email.

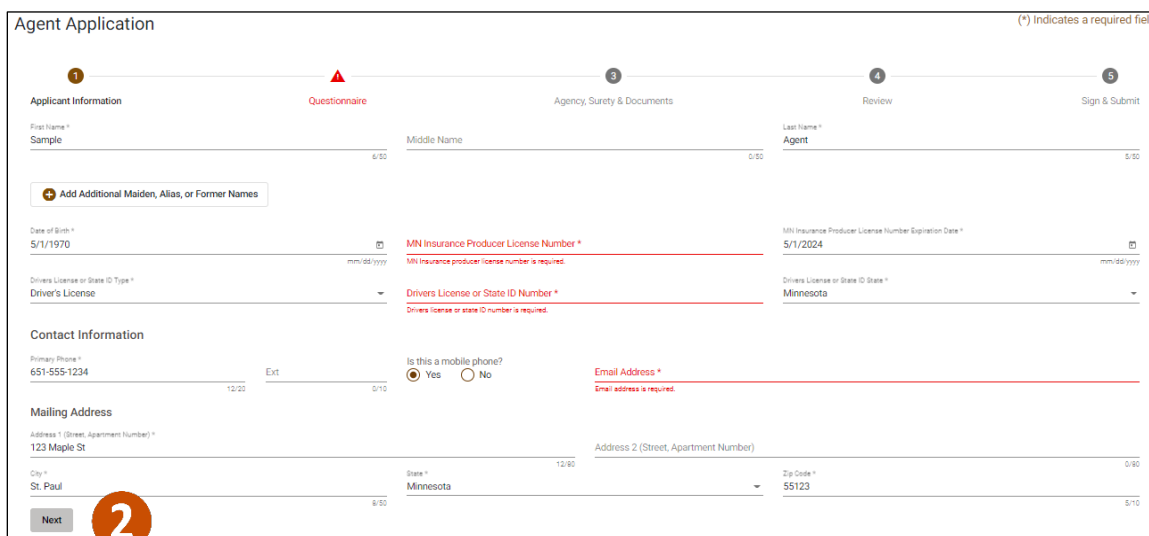
Confirm your account

Confirmation Code * 0/11

I'm not a robot  reCAPTCHA
Privacy - Terms

Submit

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



Agent Application (*) Indicates a required field

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

First Name *
Sample

Middle Name
Agent

Last Name *
Agent

+ Add Additional Maiden, Alias, or Former Names

Date of Birth *
5/1/1970

MN Insurance Producer License Number *
MN insurance producer license number is required

MN Insurance Producer License Number Expiration Date *
5/1/2024

Drivers License or State ID Type *
Driver's License

Drivers License or State ID Number *
Drivers license or state ID number is required

Drivers License or State ID State *
Minnesota

Contact Information

Primary Phone *
651-555-1234

Ext
1234

Is this a mobile phone?
 Yes No

Email Address *
Email address is required.

Mailing Address

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

Address 2 (Street, Apartment Number)

City *
St. Paul

State *
Minnesota


Zip Code *
55123

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QRG – Submitting a New Agent Application

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

(*) Indicates a required field


 Applicant Information

2

Questionnaire

3

 Agency, Surety & Documents

4

 Review

5

 Sign & Submit


Questionnaire

- 1

Have you ever applied or been approved by the State Court Administrator's Office to issue bail bonds Minnesota District Courts? *


Yes No
- 2

Have you ever been convicted of a misdemeanor, gross misdemeanor, or felony offense? *

 More Information

Yes No
- 3

Do you currently have charges pending for a misdemeanor, gross misdemeanor, or felony offense? *

 More Information

Yes No
- 4

Are you currently, or have you ever 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

3

4. Click the Agency field and the dropdown will appear. Select an **Agency** from the dropdown.

Agent Application


 Applicant Information


 Questionnaire

Agency,

Agency & Surety Information

Agency

1-800-Bail 4 Jail (dba: Guaranteed Freedom Bail Bonds)

1st Call Bail Bonds, LLC

4

1st Liberty Bail Bonds (DBA)

612-WANT-OUT

A Bail Bond

Personal Photo *

The Minnesota State Court Administrator's Office wrote and published this document.
8/10/2022

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5. The Surety Information populates based on the agency selected. Click the **Surety** to work with.

Surety Information * (select at least one)

Universal Fire & Casualty Insurance Company 5

Add required documents

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

Documents

You must attach the following:

- One personal photo.
- One Drivers License or ID Card from State of Residence document.
- At least one Qualified Power of Attorney document **for each appointing surety.**

Personal Photo *

1

There are no personal photos.

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

3. Click **Save**.

Add a Personal Photo Document

Document Name *

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

No file chosen

2
3

4. Click **Next**.

Qualified Power of Attorney (QPOA) from each appointing surety *

Sample Agent QPOA Uploaded 06/08/2022

↓
✎
✖

Supporting Documents, if applicable

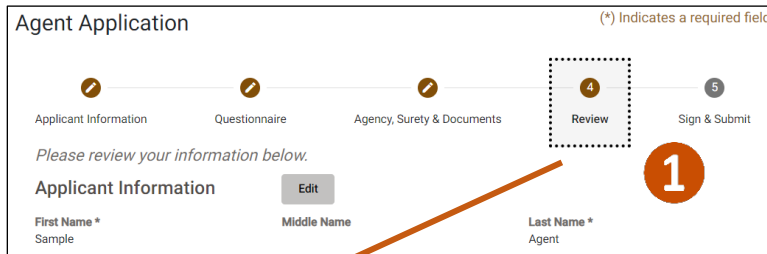
There are no supporting documents

4

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Review and submit the application

1. Review the information. Click **Next**.



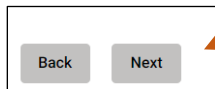
Agent Application (*) Indicates a required field

Applicant Information Questionnaire Agency, Surety & Documents **4** Review Sign & Submit **5**

Please review your information below.

Applicant Information Edit

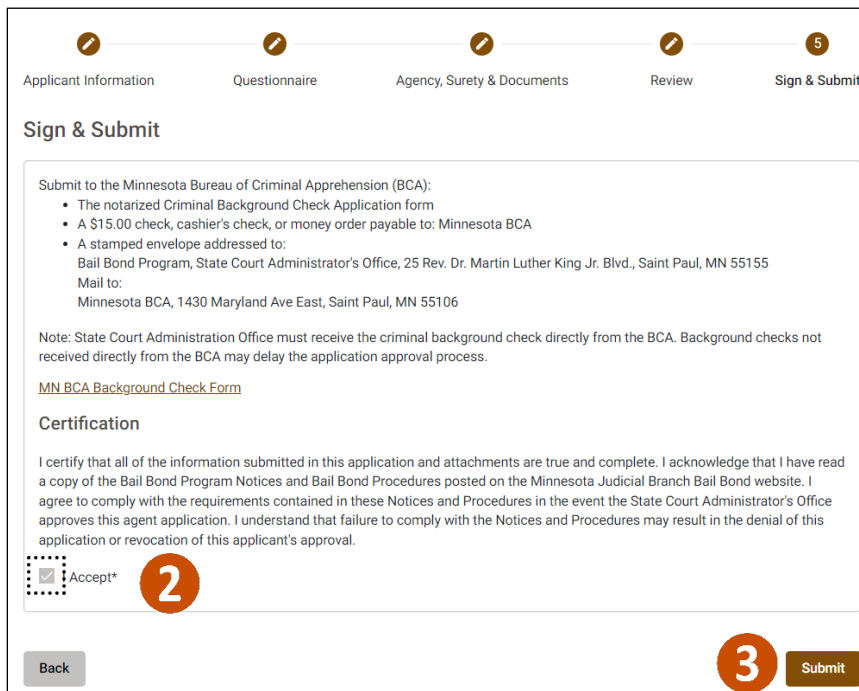
First Name * Sample Middle Name Last Name * Agent



Back Next

2. Check **I Accept**.

3. Click **Submit**.



Applicant Information Questionnaire Agency, Surety & Documents Review Sign & Submit **5**

Sign & Submit

Submit to the Minnesota Bureau of Criminal Apprehension (BCA):

- The notarized Criminal Background Check Application form
- A \$15.00 check, cashier's check, or money order payable to: Minnesota BCA
- A stamped envelope addressed to:
Bail Bond Program, State Court Administrator's Office, 25 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul, MN 55155

Mail to:
Minnesota BCA, 1430 Maryland Ave East, Saint Paul, MN 55106

Note: State Court Administration Office must receive the criminal background check directly from the BCA. Background checks not received directly from the BCA may delay the application approval process.

[MN BCA Background Check Form](#)

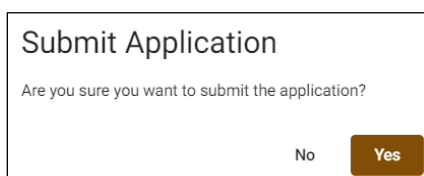
Certification

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* **2**

Back **3** Submit

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



Submit Application

Are you sure you want to submit the application?

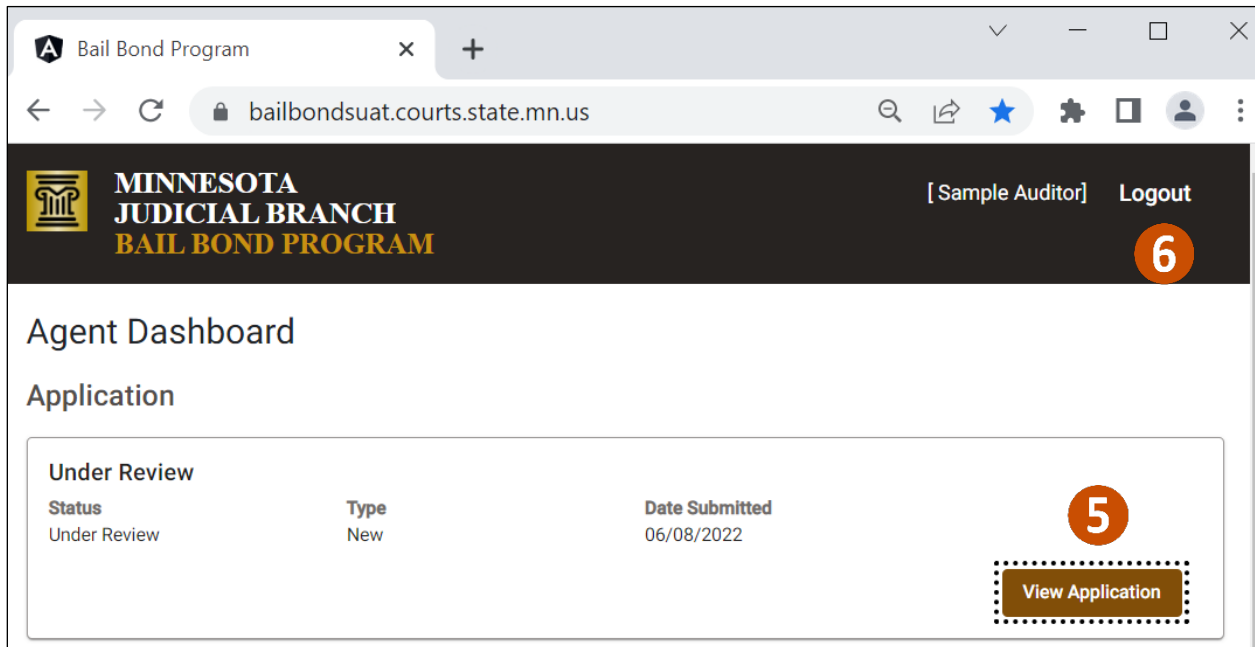
No Yes **4**

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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.



| Status | Type | Date Submitted |
|--------------|------|----------------|
| Under Review | New | 06/08/2022 |



If you submit an application, but realize some information is wrong or have answered a question incorrectly, contact the Bail Bond Program via email to have the application returned to you to make corrections.