

**MINNESOTA JUDICIAL BRANCH  
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)  
AGENT RENEWAL APPLICATION**

**Introduction**

---

This form should be used in the following circumstances:

- An approved agent has received a Notice of Renewal from SCAO; or
- An inactive agent wishes to renew her/his approval and has been inactive for less than six months.

In compliance with Rule 702 of the Minnesota General Rules of Practice for District Courts approved agents must apply for renewal of her or his approval within a time period established by the SCAO. All renewal applications are due in the SCAO by June 1<sup>st</sup> of the year of your renewal. If your renewal application is not received by June 1<sup>st</sup> you may be required to submit a New Agent Application Form, including all of the required additional documents and background check. Please follow these instructions carefully.

**Part I – Agent Information**

---

The agent must complete, sign and date Part I of the application. Please ensure that your signature is fully notarized. **Note:** Your home address information will be accessible to judges and court personnel only. This information is not accessible on the public web site.

**Agent:** By signing this application you are acknowledging that you have read and understand the Bail Bond Program Notices and that you will comply with the requirements contained in the Notices in the event SCAO renews your approval. Failure to comply with the Notice requirements may result in the revocation of approval and removal from the Statewide List of Approved Bail Bond Agents (Approved List).

**Required Attachments (originals unless otherwise noted)**

---

- Copy of your driver's license or Minnesota ID card;
- Qualifying power of attorney from each surety, **ONLY IF** it is a new surety (Personal POA only, not a blank sample from the surety company); and
- Current passport-quality photograph of you (DO NOT send the same photo previously provided to SCAO).

**Part II – Bonding Agency Information and Certification**

---

The Bonding Agency that employs the agent must complete Part II of the renewal application. Part II must be signed and dated by an Authorized Bonding Agency Contact (see Bonding Agency Application for more information). Only if the applicant is a sole proprietor of the Bonding Agency should the applicant also sign Part II.

**Bonding Agency:** By signing Part II of the application, you acknowledge that the applicant is employed by and is authorized to post bonds on behalf of your agency; that the agent is authorized by the identified Surety Company(ies) to issue bail bonds on its behalf; that you assume full responsibility for the actions of the applicant; and that you have read and understand the Bail Bond Program Notices and will comply with the requirements contained in the Notices.

**MINNESOTA JUDICIAL BRANCH  
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)  
AGENT RENEWAL APPLICATION**

**Criminal Background Notice**

---

For purposes of the renewal process, you are not required to submit an authorization form to the Bureau of Criminal Apprehension [BCA] for a full criminal history check. However, please be advised that the SCAO will conduct a criminal background check by accessing the BCA website to obtain public information. (See <http://www.dps.state.mn.us/bca/cjis/documents/cjis-intro.html>)

**Approval of Application**

---

**Applications will not be processed until the entire application is complete and all required documentation is received. All Surety appointments will be verified via the Sircon website ([www.sircon.com](http://www.sircon.com)) and a missing appointment will delay renewal of approval. Renewal applications will be processed by June 30<sup>th</sup>.**

When a renewal application is approved, notice of renewal will be sent to the agent, the Bonding Agency that employs the agent and the Surety Company.

A renewal application may be denied for the following reasons:

- The applicant is not currently authorized by the Minnesota Department of Commerce to provide 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 any outstanding/unpaid bonds in any county, state or federal court in Minnesota;
- Or a review of the BCA background check or court records shows that the applicant is currently charged with or convicted of: (1) a felony; (2) a crime involving fraud, misrepresentation, false reporting, or misappropriation or conversion of funds; or (3) any other crimes at the gross misdemeanor or misdemeanor level that call into question the applicant's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent.

**Appeal Rights**

In the event that a renewal application is denied by SCAO staff, the applicant may request a review by the State Court Administrator. A written request for review must be filed within thirty (30) days from the date of denial. A review of a denial will be based upon the applicant's written submission(s) unless the applicant requests a hearing. If the review process results in further denial of the agent's application, the agent may appeal the decision, in writing, to the Review Panel, which is composed of three district court judges.

**Send completed original applications 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)  
AGENT RENEWAL APPLICATION**

**PART I - Applicant  
(Please type or print legibly)**

---

**AGENT NAME:**

---

Last

First

Middle

---

Maiden, Alias or Former Name(s) (if applicable)

---

Date of Birth (MM/DD/YYYY)

Bail Bond License #

---

**HOME ADDRESS:**

---

Street

Apt. #

---

City

State

Zip code

---

( )

( )

---

Home Phone

Cell Phone

---

Email Address

---

**Please answer the following questions by checking the correct response. If the answer to any question is YES, please attach a detailed explanation, including when, where and what happened.**

1. Do you have any outstanding or unpaid bonds in any county, state, or federal court in the State of Minnesota?  Yes  No
  
2. Since the date of your last application, have you been charged with or convicted of a non-traffic related misdemeanor (including DUI and DWI offenses), gross misdemeanor, or felony offense?  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 of fiduciary duty?  Yes  No

**MINNESOTA JUDICIAL BRANCH  
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)  
AGENT RENEWAL APPLICATION**

---

**CERTIFICATION OF APPLICANT**

I certify that all of the information submitted in Part I of this application and attachments is true and complete. I acknowledge that I have received a copy of the Bail Bond Program Notices posted on the Minnesota Judicial Branch Bail Bond website and certify that I will comply with the requirements contained in these Notices in the event the SCAO renews my approval.

---

Applicant Signature

Date (MM/DD/YYYY)

---

Name of Applicant – printed

Subscribed and sworn to before me this

Notary Stamp

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Notary Public

My commission expires:

---

**PART II – Bonding Company  
(Please type or print legibly)**

---

**BONDING COMPANY INFORMATION:**

---

Name

---

Street

---

City

State

Zip code

---

( )

( )

---

Phone

Fax

---

Email address

---

Bonding Company Contact

**MINNESOTA JUDICIAL BRANCH  
STATE COURT ADMINISTRATOR'S OFFICE (SCAO)  
AGENT RENEWAL APPLICATION**

---

**SURETY INFORMATION:**

List all Surety Companies for which the applicant is authorized and appointed to write bonds.

---

---

---

---

---

**Please answer the following question by checking the correct response. If your answer is Yes, please attach a written explanation.**

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?                     Yes     No

---

**CERTIFICATION OF BONDING COMPANY**

I, \_\_\_\_\_, hereby certify that the above named individual is employed by and is authorized to post bonds on behalf of \_\_\_\_\_.  
This agent is backed by the above named Surety Company(ies), which is (are) authorized to do business in the State of Minnesota. The Bonding Agency assumes full responsibility for the actions of this agent. It is the responsibility of our agency to notify the SCAO of any change in this agent's employment or liability status.

---

Signature of Authorized Bonding Agency Contact

Date (MM/DD/YYYY)

---

Name of Authorized Bonding Agency Contact – print

---

Title

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Notary Public

My commission expires:

Notary Stamp