

# Bail Bond Program Notices

**Bail Bond Agents must promptly notify the State Court Administrator's Office (SCAO) in writing if any of the following occur:**

- charged with a non-traffic misdemeanor, gross misdemeanor, or felony offense;
- convicted of a non-traffic misdemeanor, gross misdemeanor or felony offenses.; or
- an agent's Department of Commerce bail bond license expires, is revoked, or is suspended.

**Note:** Failure to comply with any requirement may result in the revocation of approval and removal from the Statewide List of Approved Bail Bond Agents.

**Bail Bond Agents must promptly submit a Change of Information Request form to report changes in their:**

- name;
- contact information; or
- surety company(ies).

**Bail bond agencies must submit a Change of Information Request form to report:**

- changes in address, contact information, or ownership; or
- additions of or changes to surety company affiliation.

**In the event of a surety company's insolvency, bail bond agents and agencies are responsible for:**

- Immediately notifying SCAO and every court in in writing in which they have issued a bond.
- Filing a security bond to cover outstanding obligations of the insolvent surety company within fourteen (14) days after such notice to the court.

## Forfeiture Notices

Notices of forfeiture are sent to the agent, bonding agency and surety company to the current address on file with SCAO. Failure to promptly provide SCAO with current contact information may cause an agent, bonding agency, or surety company to NOT receive forfeiture notices.

**Send notifications or forms to SCAO:**

**Mail:** Bail Bond Program

State Court Administrator's Office  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

**Email:** [lisa.jore@courts.state.mn.us](mailto:lisa.jore@courts.state.mn.us)

**Fax:** 651-296-6609 (attn: Bail Bond Program)

## Bail Bond Program Notices

### Grounds for Revocation and Removal from the Statewide List of Approved Bail Bond Agents (Approved List)

In the event SCAO receives written notice for any of the following events, an approved agent will be removed from the approval list **without notification**:

- termination of agent by a sole surety company or bail bond agency;
- request from an agent to be removed from the Approved List;
- an agent's death;
- an agent's failure to maintain bail bond licensure through the Minnesota Department of Commerce; or
- an agent's bonding agency or sole surety company is no longer authorized to do business in Minnesota by the Minnesota Department of Commerce.

In the event any of the following circumstances occur, an agent will be sent written notice of the intent to remove from the Approved List. The agent will have an opportunity to be heard before removal, except when there is a reasonable basis to believe that there is a threat of immediate and/or grave harm if the agent were allowed to continue to write bonds. If the exception applies, the agent will be removed from the Approved List without prior notice, but will have an opportunity to request reinstatement after the removal.

- An agent is charged with a felony; a crime involving fraud, misrepresentation, false reporting, or misappropriation or conversion of funds; or any other crime at the gross misdemeanor or misdemeanor level that calls into question the agent's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent.
- An agent is convicted of a felony; a crime involving fraud, misrepresentation, false reporting, or misappropriation or conversion of funds; or any other crime at the gross misdemeanor or misdemeanor level that calls into question the agent's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent.
- An agent fails to report to SCAO that s/he has been charged with or convicted of a crime.
- An agent made a misrepresentation as to a material fact on his/her application, (i.e., but for this misrepresentation, the application would have been denied.)
- Any other conduct that calls into question the agent's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent.