

## Handout – Bail Bond Program Notices

If any of the following occur, Bail Bond Agents must promptly notify the State Court Administrator’s Office (SCAO) through the [Bail Bond Program Database](#) by adding “Court Involvement Information”:

- charged with a misdemeanor, gross misdemeanor, or felony offense, except charges under Minnesota Statute Sections 168 (vehicle registration, taxation, and sale), 169 (traffic regulations), and 171 (driver’s licenses and training schools);
- convicted of a misdemeanor, gross misdemeanor or felony offenses, except convictions under Minnesota Statute Sections 168 (vehicle registration, taxation, and sale), 169 (traffic regulations), and 171 (driver’s licenses and training schools); or
- an agent’s Department of Commerce bail bond license is expired, revoked, or 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 “Profile Change Request” through the [Bail Bond Program Database](#) to report changes in their:

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

Bail Bond Agencies must submit a “Profile Change Request” through the [Bail Bond Program Database](#) 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 providing written notice to SCAO and every court 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 providing notice to the court.

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### Forfeiture Notices

Notices of forfeiture are sent to the agent, bonding agency, and surety company at the current address on file with SCAO. Failure to promptly provide SCAO with current contact information may result in an agent, bonding agency, or surety company not receiving forfeiture notices.

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

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

- termination of an 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.

If any of the following circumstances occur, an agent will be sent written notice of the intent to remove the agent 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, in which case the agent will be removed from the Approved List without prior notice but will have an opportunity to request reinstatement.

- An agent is charged with or 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., the application would have been denied if the misrepresentation had been reported.)
- 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.

Please send questions to: [BailBondProgram@courts.state.mn.us](mailto:BailBondProgram@courts.state.mn.us)