

## QRG – Renewing a Bail Bond Application

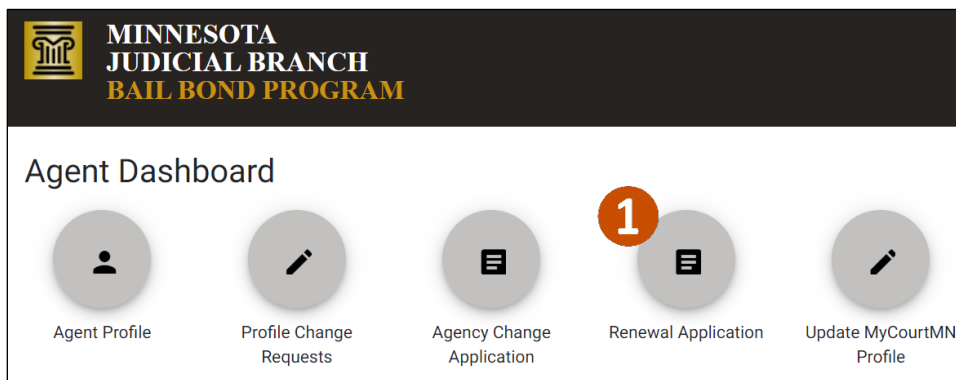
### Renew an application

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



For login instructions, refer to the Log into MyCourtMN Account section in the QRG – Creating a MyCourtMN Account with Multi-Factor Verification on the [Bail Bond Program](#) website.

The following instructions show an agent renewal; however, the steps and screens are similar for agencies and sureties.



2. Update any applicant information.

Home » Agent Application

### Agent Application (\*) Indicates a required field

1   ▲ 2   3   4   5

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

First Name \*   Middle Name   Last Name \*

Sample   6/50   Agent   5/50

+ Add Additional Maiden, Alias, or Former Names

Date of Birth \*   MN Insurance Producer License Number \*   MN Insurance Producer License Number Exp...

5/1/1970   1234567   5/1/2024

mm/dd/yyyy   7/50   mm/dd/yyyy

Drivers License or State ID Type \*   Drivers License or State ID Number \*   Drivers License or State ID State \*

Driver's License   1234567   Minnesota

7/50



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3. Update any contact information. Then click **Next**

**Contact Information** 3

Primary Phone \*  Ext.

Is this a mobile phone?  Yes  No

Email Address \*  28/200

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**Mailing Address**

Address 1 (Street, Apartment Number) \*  12/80

Address 2 (Street, Apartment Number)  0/80

City \*  8/50

State \*  12/80

Zip Code \*  5/10

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

**Agent Application** (\*) Indicates a required field

1

2

3

4

5

Applicant Information

Questionnaire

Agency, Surety & Documents

Review

Sign & Submit

**Questionnaire** 4

1 Since the date of your last application, have you been charged with, or convicted of a misdemeanor, gross misdemeanor, or felony offense? \*  Yes  No More Information

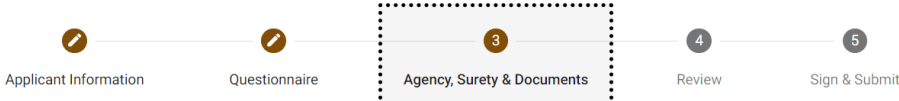
2 Do you currently have charges pending for a misdemeanor, gross misdemeanor, or felony offense? \*  Yes  No More Information

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 financial obligation? \*  Yes  No

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5. Update any agency and surety information.

Agent Application (\*) Indicates a required field



**Agency & Surety Information** 5

Agency \*  
  
If you do not see your agency in the list, please contact the agency directly.

Surety Information \* (select at least one)

Universal Fire & Casualty Insurance Company

6. Click **Add a Document** to upload required documents. Then click **Next**.

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 \*** Add a Document

There are no personal photos.

**Drivers License or ID Card from State of Residence \*** Add a Document

There are no Drivers License or ID Card from State of Residence documents

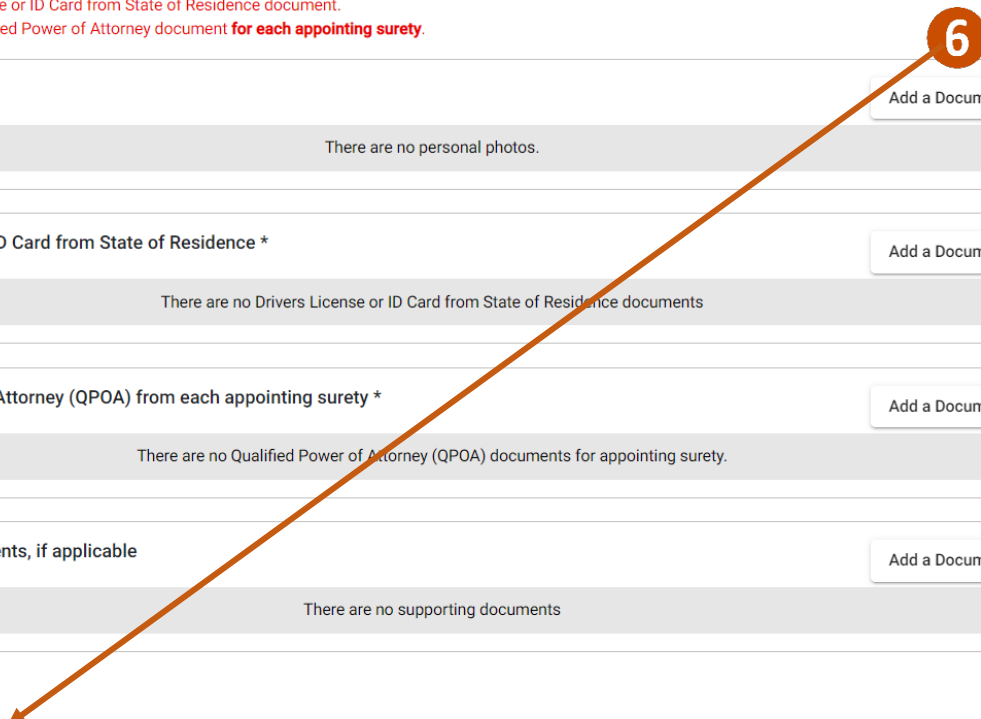
**Qualified Power of Attorney (QPOA) from each appointing surety \*** Add a Document

There are no Qualified Power of Attorney (QPOA) documents for appointing surety.

**Supporting Documents, if applicable** Add a Document

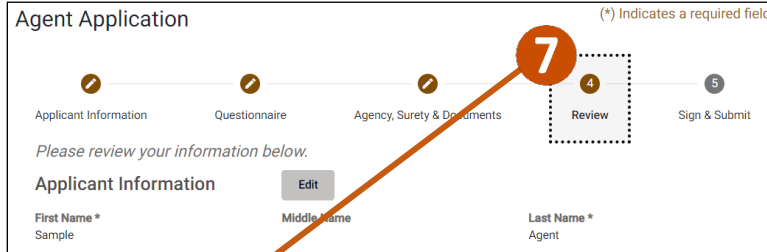
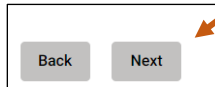
There are no supporting documents

Back Next



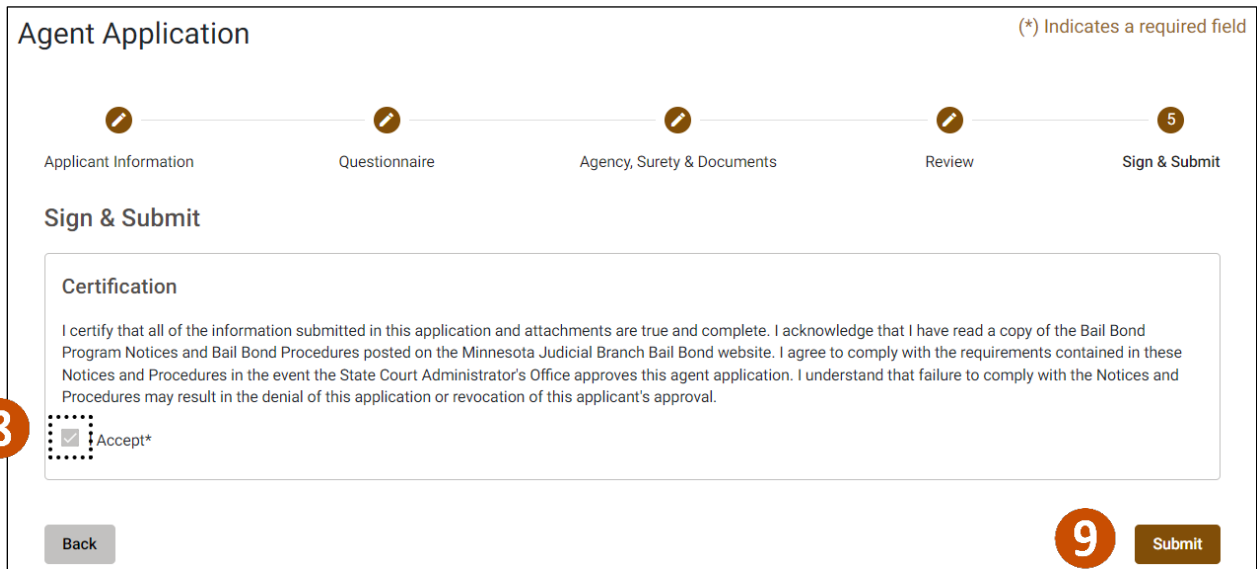
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7. Review the renewal information. Click **Next**.

8. Check **I Accept**.

9. Click **Submit**.



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

