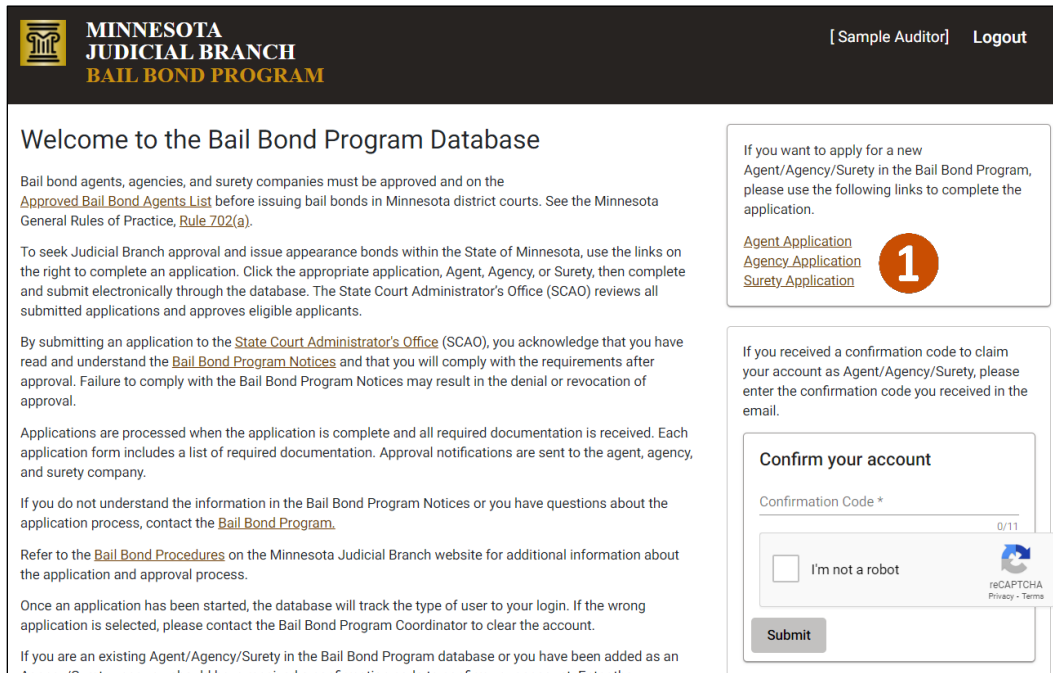


QRG – Submitting a New Agency Application

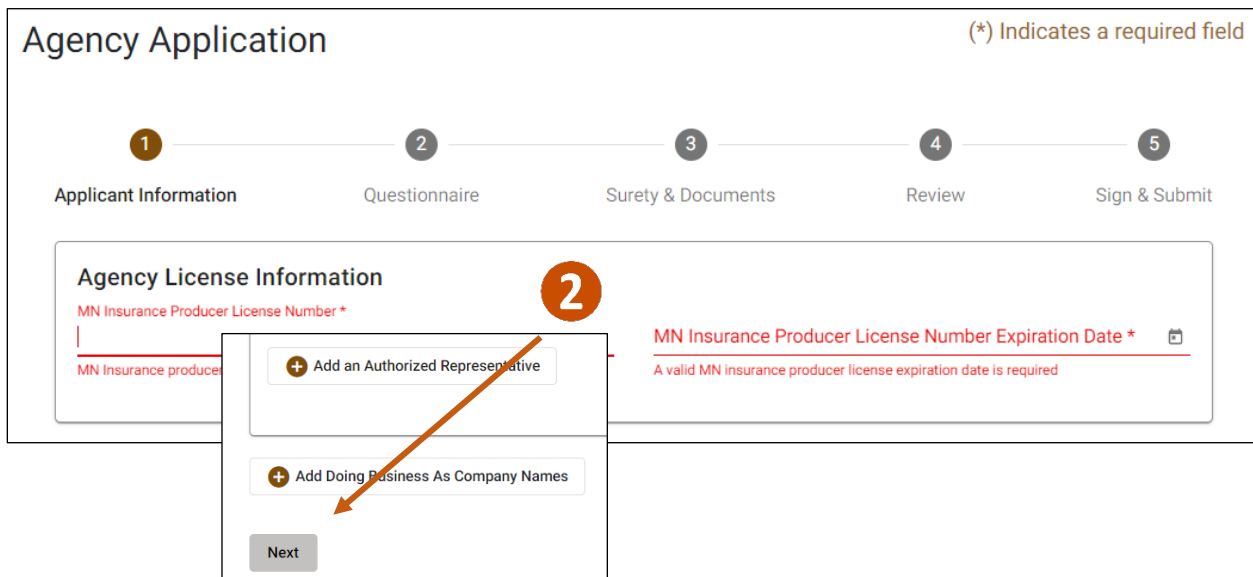
Create a New Agency Application

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

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



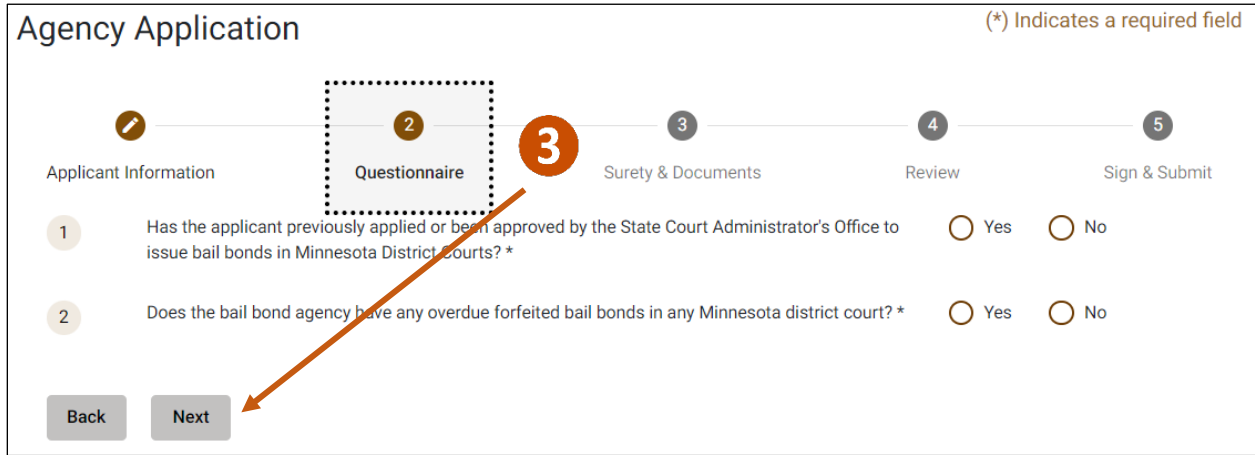
2. Complete the Applicant Information fields following prompts in red, then click **Next**.



QRG – Submitting a New Agency Application

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

Agency Application (*) Indicates a required field



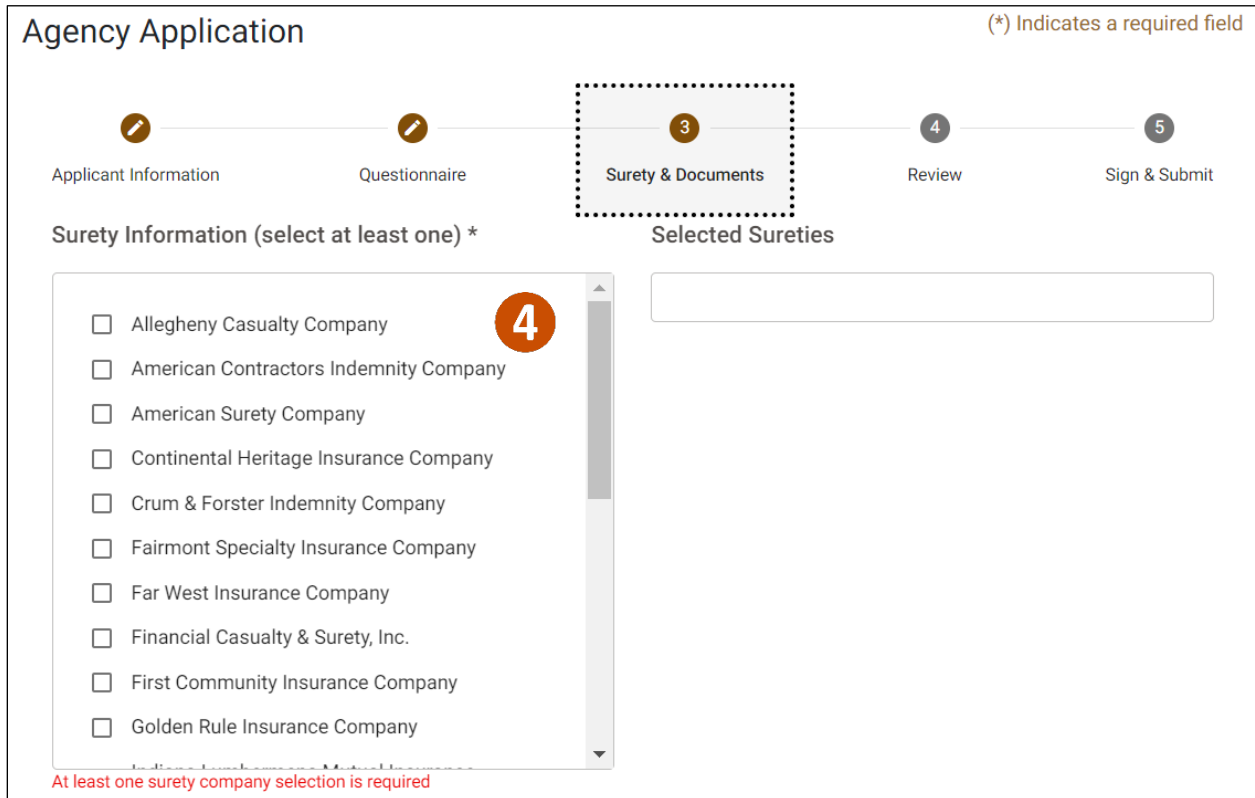
1 Applicant Information 2 Questionnaire 3 Surety & Documents 4 Review 5 Sign & Submit

1 Has the applicant previously applied or been approved by the State Court Administrator's Office to issue bail bonds in Minnesota District Courts? * Yes No

2 Does the bail bond agency have any overdue forfeited bail bonds in any Minnesota district court? * Yes No

4. Select **Surety Information**.

Agency Application (*) Indicates a required field



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

Surety Information (select at least one) * **Selected Sureties**

- Allegheny Casualty Company
- American Contractors Indemnity Company
- American Surety Company
- Continental Heritage Insurance Company
- Crum & Forster Indemnity Company
- Fairmont Specialty Insurance Company
- Far West Insurance Company
- Financial Casualty & Surety, Inc.
- First Community Insurance Company
- Golden Rule Insurance Company

At least one surety company selection is required

QRG – Submitting a New Agency Application

Add required documents

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

Documents

You must attach the following:

- At least one Qualified Power of Attorney document **for each appointing surety.**
- Department of Commerce License is required.
- Secretary of State's Office Certificate of Registration is required.

Qualified Power of Attorney (QPOA) from each appointing surety * 1 Add a Document

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

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

3. Click **Save**.

Add a Qualified Power of Attorney Document

Document Name

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

Choose File
No file chosen

3 Save
Close

Bail Bond Documents

File Home Share View

« Bail B... » Bail Bond Doc... Search Bail Bond D...

Name
504(a)_Bail_Bond_2018_Clean
504_Bail_Bonds_2015
702 - Example
DL - Example
Personal Photo - Example
POA - Bond Instrument
POA - Example

4. Click **Next**.

Secretary of State's Office Certificate of Registration * Add a Document

Sample Agency SOS Uploaded 06/08/2022

↓ ✎ 🗑

Supporting Documents, if applicable Add a Document

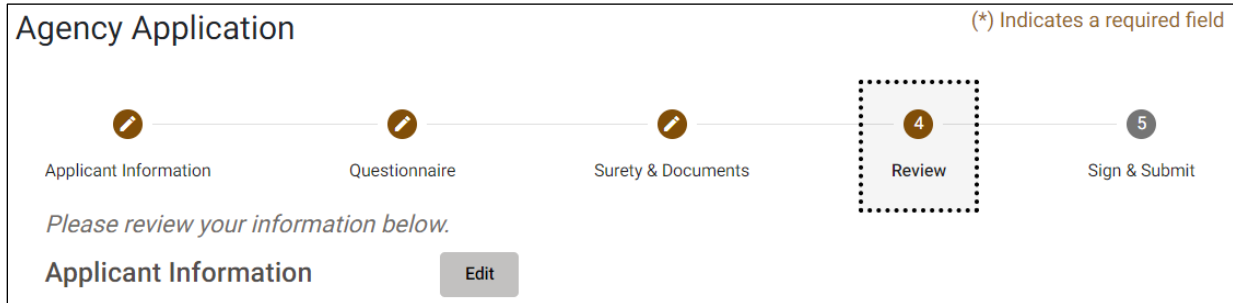
There are no supporting documents

Back
Next
4

QRG – Submitting a New Agency Application

Review and submit the application

1. Review the information and click **Next**.

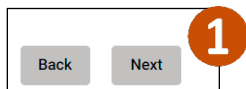


Agency Application (*) Indicates a required field

Applicant Information Questionnaire Surety & Documents **4** Review Sign & Submit

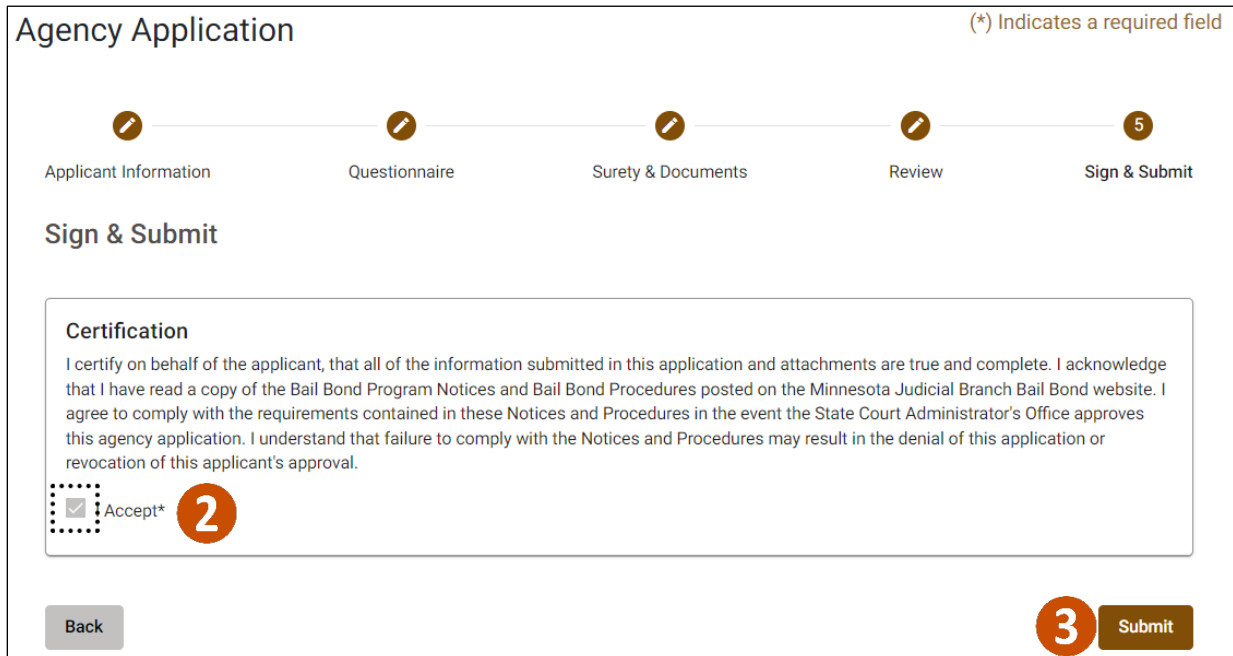
Please review your information below.

Applicant Information



1

2. Click the **I Accept** check box.
3. Click **Submit**.



Agency Application (*) Indicates a required field

Applicant Information Questionnaire Surety & Documents Review Sign & Submit

Sign & Submit

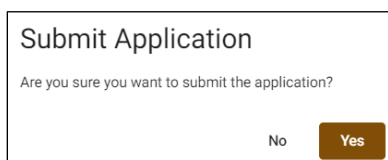
Certification

I certify on behalf of the applicant, 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 agency 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**

3

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



Submit Application

Are you sure you want to submit the application?

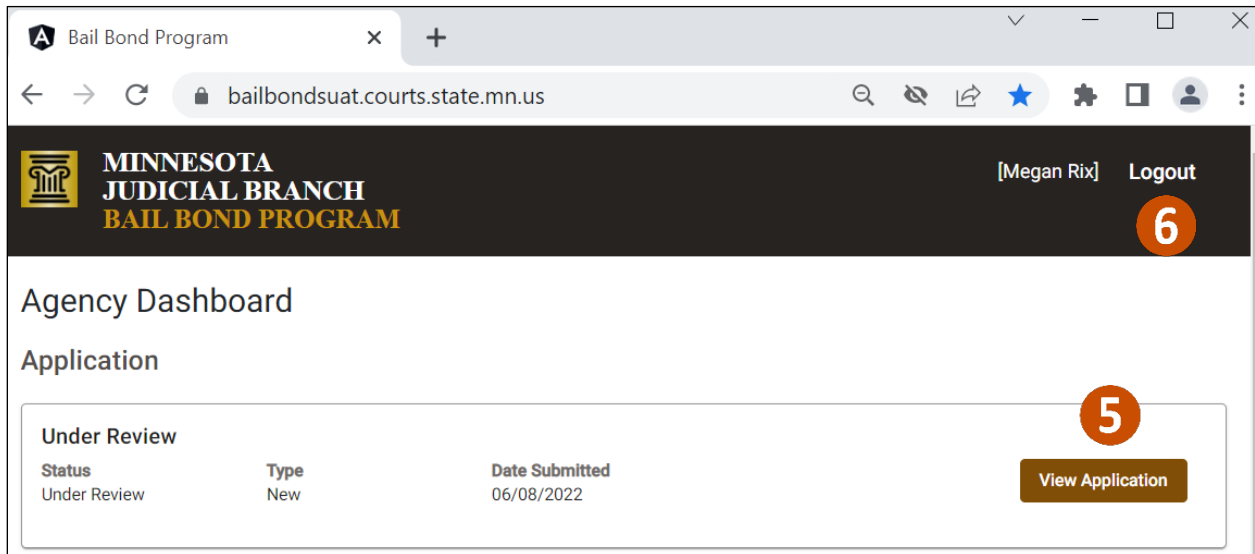
No **4**

QRG – Submitting a New Agency Application

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.



The screenshot shows a web browser window with the URL `bailbondsuat.courts.state.mn.us`. The page header includes the Minnesota Judicial Branch logo and the text "MINNESOTA JUDICIAL BRANCH BAIL BOND PROGRAM". The user is logged in as "[Megan Rix]" and there is a "Logout" link. A red circle with the number "6" is positioned near the "Logout" link. The main content area is titled "Agency Dashboard" and "Application". It displays a table with one row of application data:

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

A red circle with the number "5" is positioned above a "View Application" button in the right column of the table.