

# Polk County Clerk of Court Bail Bond Agent Registration Form

Agents are required to both register and file a certified copy of the surety's power of attorney with the Clerk and Sheriff by April 1<sup>st</sup> of each odd-numbered year in the county in which the agent resides.s.648.42, F.S. The clerk may not permit registration unless the agent is currently licensed and appointed by the department. An agent may also register in any other county.

Included with my registration form are the following required items:

- ☐ Certified copies of all powers of appointment
- ☐ Copy of Bail Bond License

Registration Period: (Ex: 2025-2027)					License Number:		
Agent Name:					County of Residence:		
Surety Company 1:							
Surety Company 2:							
Agency Name 1:							
Agency Name 2:							
Agency Email for Court Notices (required):							
Agency Address:		City:		St:	FL	Zip:	
Agency Phone:							

Agent agrees:

1. To give written notice to the Clerk within ten (10) working days of any changes to: email address, telephone number, or address pursuant to F.S. 648.421.
2. Any licensed agent who is authorized and appointed to sign the appointed agent's name to bonds must file a certified copy of the power of appointment given to the appointed agent with the Sheriff and the Clerk of Court pursuant to F.S. 648.43.
3. The Agent will submit a certified copy of this registration form, once approved, to the Sheriff with all other registration documents required by Sheriff.
4. To print or stamp agent's license number and name below or next to agent's signature when writing a bond, so the Clerk can identify the agent who wrote the bond.
5. The Clerk will e-mail all hearing notices and other agent notices to a single email address – the email address shown on this registration. If the registration does not identify the agent's email address, all notices will be sent to the email address that the registered bail bond agent has listed with the Florida Division of Insurance, Agent and Agency Services. On transfer bonds, the registered bail bond agent will receive all notices electronically and will be responsible for forwarding notices to any other agents, including but not limited to, referral agents or transfer agents.
6. Any incomplete registration form will not be processed. A completed registration form will be required before Agent can be registered with Polk County.

Date: \_\_\_\_\_ Agent's Signature: \_\_\_\_\_

Date verified: \_\_\_\_\_ Clerk: \_\_\_\_\_ Approved: ☐ Yes ☐ No  
Comments: \_\_\_\_\_