



CLERK OF THE CIRCUIT COURT

Alachua County Courthouse
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J.K. "Buddy" Irby, Clerk

To: Bail Bond Agents Registering in Alachua County
From: J. K. "Buddy" Irby, Clerk of the Circuit Court
Re: Bail Bond Agent Registration for 2011-2013 Registration Period
Date: January 28, 2011

REGISTRATION REMINDER

Florida Statutes require each bail bond agent to register with both the Alachua County Sheriff's and the Alachua County Clerk's offices before the agent can issue a bond in Alachua County. § 648.42, Fla. Stat. Agents must be registered by **April 1st** of each odd-numbered year.

The Sheriff's and Clerk's Offices are now accepting bail bond agent registrations for April 1, 2011-March 31, 2013, registrations. Registration consists of filing (1) a completed registration form, copy attached; (2) a certified copy of a power of attorney from each insurer the agent represents; and (3) proof that the agent is currently licensed. Agents may file their registration papers for the Clerk's office at the Alachua County Criminal Justice Center and for the Sheriff's office at the Department of the Jail in the main lobby (the bond room).

The "certification" on the power can be by the insurer. If the agent cannot provide a certification by the insurer, the agent can record the original power and purchase certified copies from official records for filing with the Clerk's and Sheriff's offices.

Once the Clerk's office verifies that an agent is licensed and the paperwork is complete, the Clerk's office will notify the agent that the registration is accepted. Once an agent is registered with both the Sheriff office and the Clerk's office, the Sheriff will accept bonds written by the agent for the new registration period.

When writing a bond, the Sheriff's office requires each agent to add his or her license number on the bond or print the agent's name below or next to the signature so that the Clerk can identify the agent who wrote the bond. Using a stamp with the agent's name and license number will meet this requirement.