



## CLERK OF THE CIRCUIT & COUNTY COURT

Alachua County Courthouse - Family & Civil Justice Center

201 E University Ave • Gainesville, FL 32601

Telephone (352) 374-3636

J.K. "Jess" Irby, Esq. – Clerk

[www.alachuaclerk.org](http://www.alachuaclerk.org)

To: Bail Bond Agents Registering in Alachua County  
From: J.K. "Jess" Irby, Esq., Clerk of Court  
Re: Bail Bond Agent Registration for the 2023-2025 Registration Period  
Date January 3, 2023

### REGISTRATION INFORMATION

Florida Statutes require bail bond agents to register with both the Alachua County Sheriff's Office and the Alachua County Clerk's Office before they can issue bonds 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 the referenced registration period. Registration consists of (1) a completed registration form, 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 (copy of license). Agents may submit their registration by email to [bailbond@alachuaclerk.org](mailto:bailbond@alachuaclerk.org). Registrations filed with the Clerk will be sent to the Sheriff's Office. The forms are also available online at [www.alachuaclerk.org](http://www.alachuaclerk.org) on the Forms page. Applications can also be submitted in person at the Criminal Courthouse, 220 S Main Street, Gainesville FL. You may call (352) 264-7035 if you have questions.

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 of attorney and purchase certified copies from official records for submission to the Clerk's and Sheriff's offices.

Once the Clerk's office verifies that an agent is licensed and the paperwork is complete, the agent will be notified by email. Once an agent is registered with both offices, the Sheriff's office will accept bonds written by the agent for the new registration period. Current agents not timely re-registered will not be able to write bonds as of April 1, 2023.

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.

**Electronic Notice:** Note that chapter 903, Florida Statutes, authorizes electronic notice to bail bond agents for court notices as well as forfeiture notices. All agents registering with the Alachua County Clerk of Court must provide an e-mail address for receiving court and clerk notices. Should no email address be provided for any agent posting a bond, email notice will be sent to the email address on file with the Florida Division of Insurance Agent and Agency Services.

**Transfer Agents:** If notice is to go to a Transfer Agent, provide the Transfer Agent's e-mail address for receiving court notices.