HILLSBOROUGH COUNTY
SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

December 16, 2024

TO: Bail Bond Agents

SUBJECT: Registration Procedures for April 1, 2025

Florida Statute §648.42 requires bail bond agents to both register and file a certified copy of his or her appointment by power of attorney with the Sheriff and the Clerk of the Circuit Court by April 1 of each odd-numbered year in the county in which the agent resides.

To register you must provide:

1. A completed Hillsborough County Sheriff's Office Registration application for each surety company (including a notarized signature if submittal by mail).
2. A certified copy of your renewed qualified power of attorney.
3. A copy of your Florida Department of Financial Services License Photo ID.
4. Original Certificate of Appointment by your insurance company.

In order to provide a streamlined and convenient registration process for bail bond agents, the Hillsborough County Sheriff's Office, along with the Hillsborough Clerk of the Circuit Court, provide an option of "One Stop Shop" agent registrations at the following at the location (dates and times noted).

Clerk's Office – Official Records Department
419 Pierce Street, 1st Floor, Room 140 (Pat Frank Courthouse Building)
Tampa, Florida 33601

Friday	February 21, 2025	12:00 p.m. - 4:00 p.m.
Friday	March 14, 2025	8:30 a.m. - 12 :30 a.m.
Friday	March 28, 2025	8:30 a.m. - 12:30 a.m.

If you are unable to attend during the times noted above, you may mail your registration documents directly to:

Hillsborough County Sheriff's Office
Attention: Financial Services Division
Post Office Box 3371
Tampa, Florida 33601

Registration documents must be received by the Hillsborough County Sheriff's Office prior to 4:30 p.m., Friday March 28, 2025, so that bonds may be written beginning 12:01 a.m., Saturday, April 1, 2025. If your package is incomplete, you will be contacted to provide the missing information.

If you have any questions regarding these procedures, please call the Financial Services Division at (813) 247-8144

Sincerely,

William V. Spinelli
Chief Financial Officer

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