OFFICE OF THE SHERIFF

Chad Chronister, Sheriff
Donna Lusczynski, Chief Deputy
Hillsborough County, Florida
January 13, 2021

TO: Bail Bond Agents

SUBJECT: Registration Procedures for April 1, 2021

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 submitting by mail).
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 will be providing an option of "One Stop Shop" agent registrations at the following location (dates and times noted):

Clerk’s Office — Official Records Department
419 Pierce Street, 1st Floor, Room 140 (Old Courthouse Building)
Tampa, Florida 33601

<table>
<thead>
<tr>
<th>Date</th>
<th>Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>February 4, 2021  9:00 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 18, 2021  1:00 p.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>March 12, 2021    9:00 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>March 26, 2021    1:00 p.m. - 4:00 p.m.</td>
</tr>
</tbody>
</table>

COVID-19 guidelines will be followed as recommended by the Center for Disease Control (CDC). A face mask is required to be worn and temperature checks will be completed prior to entering the building as well as maintaining social distancing of six feet while in line.
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 26, 2021, so that bonds may be written beginning 12:01 a.m., Thursday, April 1, 2021. 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,

[Signature]

Christina R. Porter, CPA  
Chief Financial Officer

CRP/jat