



# OFFICE OF THE SHERIFF

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**Chad Chronister, Sheriff**  
**Donna Luszczynski, Chief Deputy**  
*Hillsborough County, Florida*

January 3, 2019

TO: Bail Bond Agents  
SUBJECT: Registration Procedures for April 1, 2019

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).
2. A certified copy of your renewed qualifying 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 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, 1<sup>st</sup> Floor, Room 140 (Old Courthouse Building)**  
**Tampa, Florida 33601**

Friday	February 8, 2019	8:30 a.m. - 12:30 p.m.
Friday	February 22, 2019	12:00 p.m. - 4:00 p.m.
Friday	March 15, 2019	8:30 a.m. - 12:30 p.m.
Friday	March 29, 2019	12:00 p.m. - 4:00 p.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 25, 2019, so that bonds may be written beginning 12:01 a.m., Saturday, April 1, 2019. 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,



Christina R. Porter, CPA  
Chief Financial Officer

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