



MICHELLE R. MILLER
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. LUCIE COUNTY, FLORIDA

INSTRUCTIONS – BAIL BOND AGENT REGISTRATION

Registration as a Bail Bond Agent with the St. Lucie County Clerk of the Circuit Court & Comptroller's office requires ALL of the following:

1. A completed bail bond agent registration form [following page].
2. A copy of the bail bond agent's license from Department of Financial Services.
3. A certified copy of the Recorded Power of Attorney from each insurance company.

The required information may be e-mailed to: RAD@stlucieclerk.gov or provided in person at the Customer Care Center located at 201 South Indian River Drive, Fort Pierce, FL 34950.

There will be a fee to record and provide an e-certified copy of any recorded documents. A payment link will be provided if your information is submitted electronically. Your registration is not complete until payment is received.

Registration must be renewed by April 1 of every odd numbered year. The registration period is subject to reduction due to termination of appointment or disqualification of the agent under chapters 624, 648 or 903, Florida Statutes, including the entry of a judgment that remains unpaid for 35 days under section 903.27, Florida Statutes.



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BAIL BOND AGENT REGISTRATION FORM

Registration Period:

[i.e. 04/01/2025 – 03/31/2027]

| | | |
|---|----------------------|------|
| Agent's Information | | |
| Name: | County of Residence: | |
| License Number: | Phone Number: | |
| Address: | | |
| City: | State: | Zip: |
| Email Address for Court and Clerk Notices: | | |
| | | |
| Bail Bond Agency or Firm Information | | |
| Bail Bond Agency Name: | | |
| Phone Number: | | |
| Address: | | |
| City: | State: | Zip: |
| Insurance Company Information | | |
| Insurance Company 1: | | |
| Insurance Company 2: | | |

By signing agent agrees:

1. To give written notice to the clerk within 10 working days of any change in agent's principal business address, phone number, or email address. §648.421, Fla Stat.
2. To print or stamp his or her license number and name below or next to the agent's signature when writing a bond, so the Clerk can identify the agent who wrote the bond.
3. To receive court and clerk notices via e-mail at the e-mail address provided above on this registration form, or if none is provided, to the e-mail address listed on the Florida Division of Insurance Agent and Agency Services. §903.26(2)(a), Fla Stat.
4. To abide by local Administrative Orders, if any.
5. To the setting aside of a forfeiture where the capias has been quashed by court order, returning all parties to pre-forfeiture status.

Date: _____

Signature: _____

Office use only – License Verification

Date Verified: _____

Clerk: _____

Comments:
