



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Agent & Agency Services - Bureau of Investigation*  
 Bail Bond Unit  
 200 East Gaines Street, Larson Building Room 412  
 Tallahassee, FL 32399-0320

**FILING OF BUSINESS NAME AND PRIMARY BAIL BOND AGENT FOR BAIL BOND AGENCY**

This form must be filed with the Department of Financial Services within 10 days of agency inception or change of primary bail bond agent designation, pursuant to 648.387, Florida Statutes.

**1. AGENCY INFORMATION**

**Bail Bond Agency business name, business street address and telephone number:**

Business Name		Business Telephone Number	
Business Street Address	City	State	Zip Code

**2. PRIMARY BAIL BOND AGENT DELETION**

**License number and full name of the individual who was the designated primary bail bond agent for the bail bond agency location given in Section 1 and is to be DELETED:**

License Number	Last Name	Jr., Sr., etc.	First Name	M.I.
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**3. PRIMARY BAIL BOND AGENT DESIGNATION**

**License number and full name of the individual who is being DESIGNATED as the primary bail bond agent for the bail bond agency location given in Section 1:**

License Number	Last Name	Jr., Sr., etc.	First Name	M.I.
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**4. OWNER INFORMATION (If more than one owner, attach additional page if needed.)**

**Owner's license number, full name and residence and business addresses:**

License Number	Last Name	Jr., Sr., etc.	First Name	M.I.
Owner's Business Street Address	City	State	Zip Code	Business Telephone Number
Owner's Residence Street Address	City	State	Zip Code	Residence Telephone Number
Owner's Email Address	Cell Phone Number	Fax Number		

**5. ADDITIONAL BUSINESS LOCATIONS**

**Are there additional locations operating under the same business name given in section 1?  Yes  No.**  
**If Yes, list the complete address for each of the additional locations (Attach additional page if needed.)**

Business Street Address	City	State	Zip Code
Business Street Address	City	State	Zip Code



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**6. SIGNATURE**

**I understand that, if there is a change in the above information, I must complete a new form and file it with the Department of Financial Services within ten (10) days.**

Print name of Owner or Operator of Agency

License I.D. Number

Signature of Owner or Operator of Agency

Date

Print name of Primary Bail Bond Agent

License I.D. Number

Signature of Primary Bail Bond Agent

Date

**SPECIAL NOTE TO THE DESIGNATED PRIMARY BAIL BOND AGENT:**

If you should leave the agency you will still be considered the primary bail bond agent until a new form is filed by that agency. If you will no longer be working at the agency location as the designated primary bail bond agent, you are advised to submit this form with item numbers one, two and four completed and **your** signature in the space provided. Failure to remove yourself as the primary bail bond agent may result in you continuing to be held responsible for the activities of the agency until a new designation is made.

**FAILURE TO FILE:**

**A bail bond agency location may not conduct the business of bail bonds unless a primary bail bond agent is designated at all times. Failure to designate a primary bail bond agent within ten (10) days after agency inception or when there is a change in the primary bail bond agent designation as required by Florida Statutes is grounds for disciplinary action pursuant to section 648.45, Florida Statutes.**

**INSTRUCTIONS FOR COMPLETING PRIMARY BAIL BOND AGENT FORM**

- To be completed by each person operating a bail bond agency, and for each location of a multiple agency.
- Each location of a bail bond agency shall file the name and agency address of the primary bail bond agent.
- The primary bail bond agent may be the same person listed in section 4.
- The signature of the Primary Bail Bond Agent is required in order for the designation or deletion to be valid.

**DEFINITIONS:**

**Bail bond agency** is a building where a licensee maintains an office and where all records required by sections 648.34 and 648.36 are maintained; or an entity that charges a fee or premium to release an accused defendant or detainee from jail; or engages in or employs others to engage in any activity that may be performed only by a licensed and appointed bail bond agent.

**Primary bail bond agent** is a licensed bail bond agent who is responsible for the overall operation and management of a bail bond agency location and whose responsibilities include hiring and supervising all individuals within that location. Note: A bail bond agent may be designated as primary bail bond agent for only one bail bond agency location.

**Ownership requirements:** A person may not own, control, or otherwise have a pecuniary interest in a bail bond agency unless such individual is a licensed and appointed bail bond agent.

**Please Return This Form To:** **Florida Department of Financial Services**  
**Bureau of Investigation, Bail Bond Unit**  
**200 East Gaines Street, Room 412**  
**Tallahassee, Florida 32399-0320**