

**Bail Bond Agents must promptly notify the State Court Administrator's Office [SCAO], in writing:**

- Of changes in name, home address, phone number, email address, bonding company, or surety;
- When charged with a crime, which includes misdemeanor, gross misdemeanor or felony offenses, other than traffic offenses, for which a citation was issued;
- When convicted of a crime, which includes misdemeanor, gross misdemeanor or felony offenses, other than traffic offenses; and
- When his or her Department of Commerce bail bond license expires, is revoked or is suspended.

Failure to comply with these requirements may result in the revocation of approval and removal from the Statewide List of Approved Bail Bond Agents [Approved List].

**Bonding Agencies must promptly notify SCAO, in writing:**

- Of a change in address, contact information, or ownership;
- When an agent is no longer authorized to write bonds on its behalf or on behalf of a surety; and
- Of a change in or addition of a surety.

**Surety Company Insolvency**

Agents and Bonding Agencies must immediately notify SCAO and every court in which they have issued a bond, in writing, whenever a Surety Company becomes insolvent. The agents and bonding agencies must also file with the court administrator a security bond to cover outstanding obligations of the insolvent Surety Company within fourteen (14) days after such notice to the court.

**Forfeiture Notices**

Notices of forfeiture are sent to the agent, Bonding Agency and Surety Company at the most current address provided to SCAO. Failure to provide current contact information may cause an agent, Bonding Agency, or Surety Company to NOT receive a notice of forfeiture.

**Written notification to SCAO may be sent**

1. By U.S. mail to:  
Bail Bond Program  
State Court Administrator's Office  
Court Services Division  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155
2. By email to:  
[lisa.jore@courts.state.mn.us](mailto:lisa.jore@courts.state.mn.us);
3. By contacting the Webmaster on the Bail Bond website; or
4. By fax to:  
651-296-6609; ATTN: Bail Bond Program

[Continued on reverse side.]

**Grounds for Removal from Approved List.**

An approved agent will be removed from the Approved List when one or more of the following events occur:

1. Upon receipt by the SCAO of:
  - a. Written notice of termination by a sole surety;
  - b. Written notice of termination by bonding company;
  - c. Written request from an agent to be removed from the List; or
  - d. Written notice of an agent's death.
2. Failure of the agent to maintain bail bond licensure through the Minnesota Department of Commerce.
3. The agent's sole Surety Company no longer is authorized to do business in Minnesota by the Minnesota Department of Commerce.
4. An agent is charged with a felony; a crime involving fraud, misrepresentation, false reporting, or misappropriation or conversion of funds; or any other crime at the gross misdemeanor or misdemeanor level that calls into question the agent's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent.
5. An agent is convicted of a felony; a crime involving fraud misrepresentation, false reporting, or misappropriation or conversion of funds; or any other crime at the gross misdemeanor or misdemeanor level that calls into question the agent's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent.
6. An agent fails to report to SCAO that s/he has been charged with or convicted of a crime.
7. An agent made a misrepresentation as to a material fact on his/her application, (i.e., but for this misrepresentation, the application would have been denied.)
8. Any other conduct that calls into question the agent's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent.

An agent will be removed from the list without prior notice if grounds 1, 2 or 3 apply. If grounds 4, 5, 6, 7, or 8 apply, an agent will be sent written notice of intent to remove and will have an opportunity to be heard before removal, except when there is a reasonable basis to believe that there is a threat of immediate and/or grave harm if the agent were allowed to continue to write bonds. If the exception applies, the agent will be removed from the list without prior notice, but will have an opportunity to request reinstatement after the removal.