

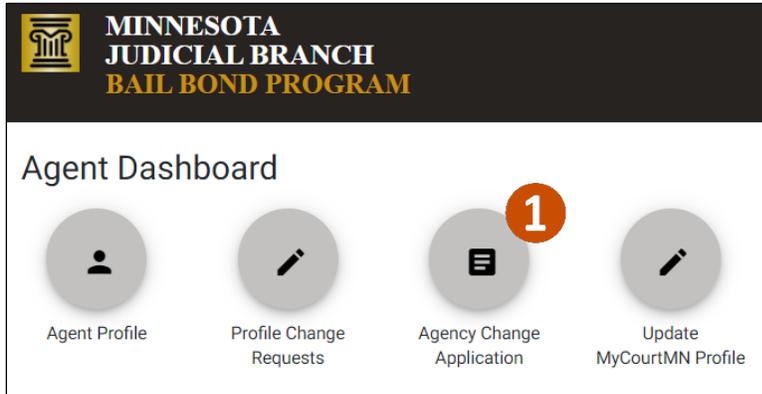
## QRG – Submitting a Change of Agency Application

### Submitting a change of agency application

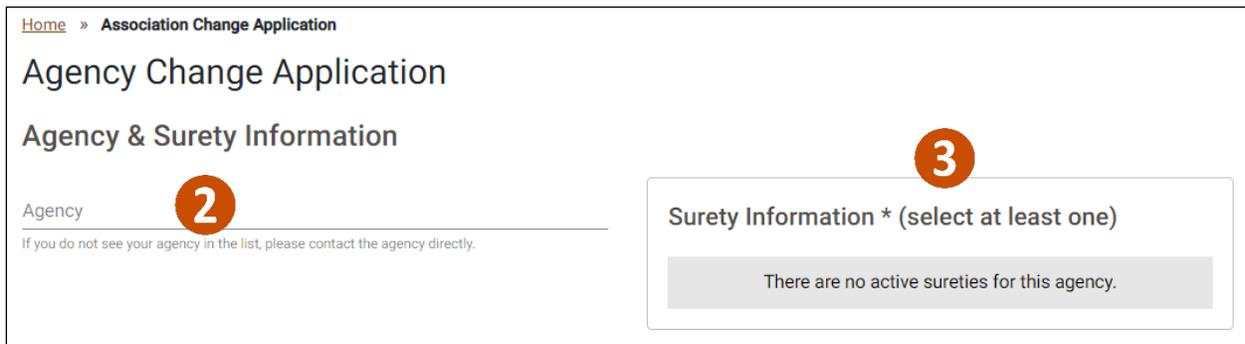
1. After logging in to the Bail Bond Program Database, click **Agency Change Application**.



Refer to QRG – Creating a MyCourtMN User Account on the [Bail Bond Program](#) website for login instructions.

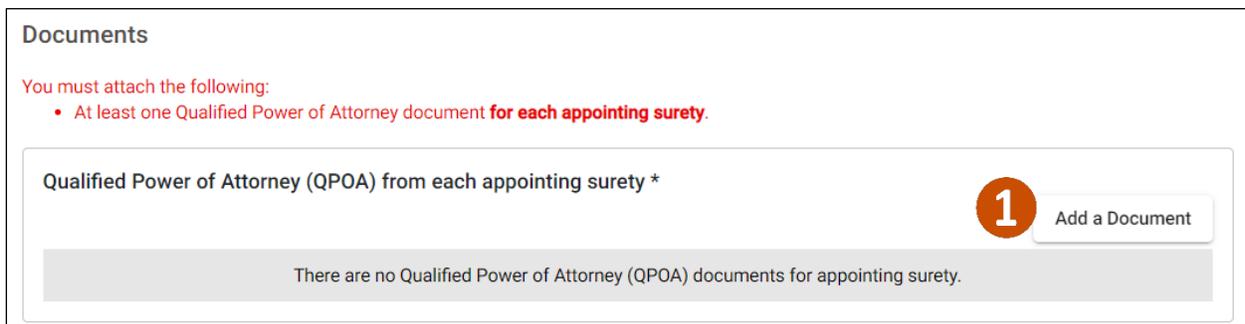


2. Click the Agency field and the dropdown will appear. Select an **Agency** from the dropdown.
3. The Surety Information populates based on the agency selected. Click the **Surety** to work with.



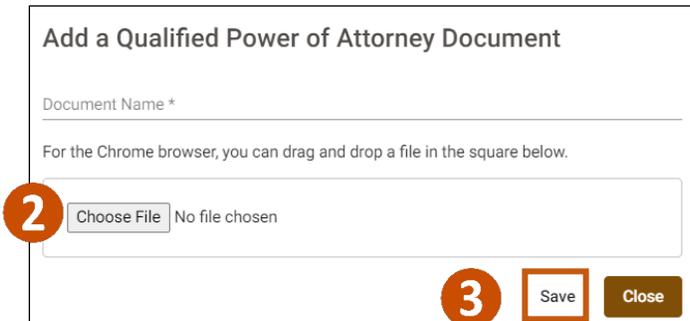
### Add required documents

1. Click **Add a Document** to upload required documents.



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2. Click **Choose File** and select the document from your local device.
3. Click **Save**.



Add a Qualified Power of Attorney Document

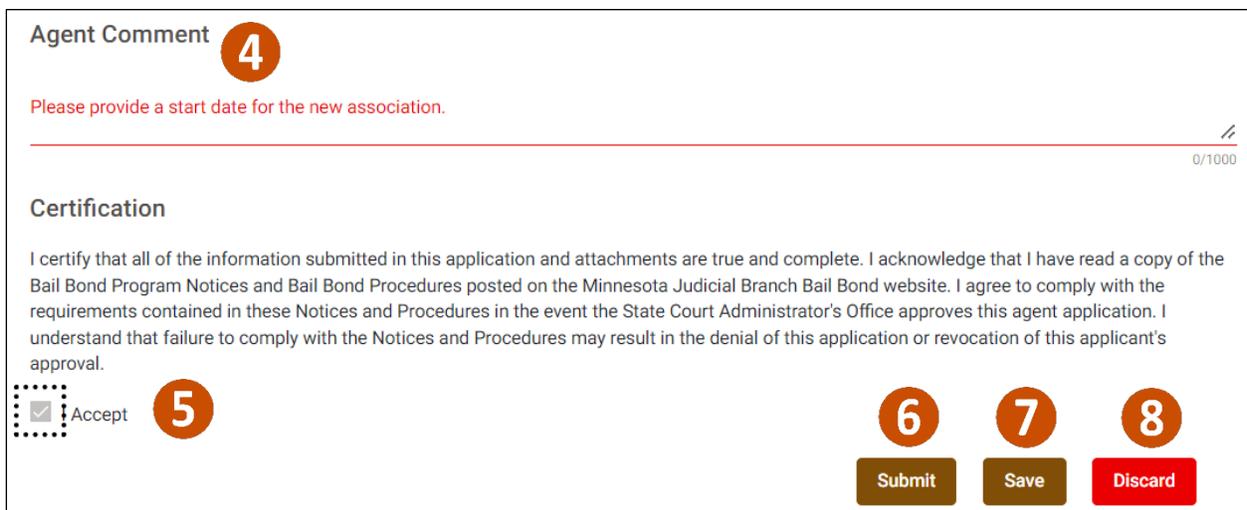
Document Name \*

For the Chrome browser, you can drag and drop a file in the square below.

**2** Choose File No file chosen

**3** Save Close

4. Add an **Agent Comment** including a start date for the new association.
5. Check **I Accept**.
6. Click **Submit**.
7. Or click **Save** to save the request to the Agent Dashboard until it is submitted.
8. Or click **Discard** to delete the request before it is submitted.



**Agent Comment** **4**

Please provide a start date for the new association.

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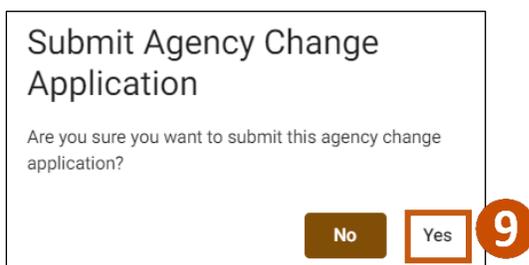
**Certification**

I certify that all of the information submitted in this application and attachments are true and complete. I acknowledge that I have read a copy of the Bail Bond Program Notices and Bail Bond Procedures posted on the Minnesota Judicial Branch Bail Bond website. I agree to comply with the requirements contained in these Notices and Procedures in the event the State Court Administrator's Office approves this agent application. I understand that failure to comply with the Notices and Procedures may result in the denial of this application or revocation of this applicant's approval.

**Accept** **5**

**6** Submit **7** Save **8** Discard

9. Click **Yes**.



Submit Agency Change Application

Are you sure you want to submit this agency change application?

No Yes **9**

## QRG – Submitting a Change of Agency Application

10. The Agent Dashboard will show an application under Review. If the agent submits a Change of Agency in error, click **Discard** to rescind the request.

Agent Dashboard



Agent Profile



Profile Change Requests



Update MyCourtMN Profile

Application

Under Review		
Status	Type	Date Submitted
Under Review	Change of Agency	06/10/2022

**10**

[Discard](#)

[View Application](#)