A **Bail Agent** shall submit a Bail Agent Registration Form. The form shall be accompanied by the following documentation:

* A photocopy of your Driver’s License or State Identification Card
* A photocopy of your Delaware Department of Insurance Producer License bearing the same address as your Driver’s License or State Identification Card
* A duly authenticated ***original*** power of attorney appointing you as an agent of the surety for each court and each county wherein you plan to conduct business (if applicable)

A **Designated Bail Agent** shall submit a Bail Agent Registration Form and a Bail Entity Registration Form.

The Bail Agent Registration Form shall be accompanied by the following documentation:

* A photocopy of your Driver’s License or State Identification Card
* A photocopy of your Delaware Department of Insurance Producer License bearing the same address as your Driver’s License or State Identification Card
* A photocopy of your Delaware Department of Insurance Business License, bearing the full legal name (as listed on your IRS Employee Identification Letter) of the business and reflecting the business’ address
* A photocopy of your Delaware Division of Revenue Business License, bearing the full legal name of the business (as listed on your IRS Employee Identification Letter) and reflecting the business’ address
* A photocopy of all applicable county or municipal business license(s), bearing the full legal name of the business (as listed on your IRS Employee Identification Letter) and reflecting the business’ address
* A duly authenticated original power of attorney appointing you as an agent of the surety for each county wherein your business entity plans to conduct business (if applicable)

The Bail Entity Registration Form shall be accompanied by the following documentation:

* A photocopy of your Delaware Department of Insurance Producer License bearing the same address as your Driver’s License or State Identification Card
* A photocopy of your Delaware Department of Insurance Business License, bearing the full legal name of the business (as listed on your IRS Employee Identification Letter) and reflecting the business’ address
* A photocopy of your Delaware Division of Revenue Business License, bearing the full legal name of the business (as listed on your IRS Employee Identification Letter) and reflecting the business’ address
* A photocopy of all applicable county or municipal business license(s), bearing the full legal name of the business (as listed on your IRS Employee Identification Letter) and reflecting the business’ address
* A duly authenticated original power of attorney appointing your business entity as an agent of the surety for each court and each county wherein your business entity plans to conduct business (if applicable)
* A photocopy of your **surety’s** Delaware Department of Insurance Certificate of Authority.

Should you have any questions, please contact John Mancus at 302-255-0868 prior to your submission. Mail or hand-deliver the original registration form(s) along with the original power of attorney and other required attachments to the **Administrative Office of the Courts, ATTN: Stacy B. Alston, 405 N King Street, Suite 507, Wilmington, DE 19801-3700**