

**COURT OF COMMON PLEAS
FOR THE STATE OF DELAWARE
WILMINGTON, DELAWARE 19801**

Stephanie L. Fitzgerald
Court Administrator

November 17, 2014

To Whom It May Concern:

The Court of Common Pleas has amended its Registration Forms and Rules of Conduct for bail agents who post bail in the Court of Common Pleas. Each bail agent, designated bail agent and bail business entity must submit a completed registration packet by Friday, December 12, 2014, in order to ensure a timely review by the Court.

All current bail registrations will remain active through Wednesday, December 31, 2014.

The following documentation **must** be filed with the Court in order to ensure your continued ability to post bonds:

- A completed [Bail Agent Registration Form](http://courts.delaware.gov/forms/list.aspx?ag=court%20of%20common%20pleas) can be found on the Court's website at: [http://courts.delaware.gov/forms/list.aspx?ag=court of common pleas](http://courts.delaware.gov/forms/list.aspx?ag=court%20of%20common%20pleas)
- If applicable, a completed [Bail Entity Registration Form](http://courts.delaware.gov/forms/list.aspx?ag=court%20of%20common%20pleas) can be found on the Court's website at: [http://courts.delaware.gov/forms/list.aspx?ag=court of common pleas](http://courts.delaware.gov/forms/list.aspx?ag=court%20of%20common%20pleas);
- A copy of your licensing documentation on file with the Office of the Insurance Commissioner of the State of Delaware (Producer's license and if applicable the entity's business license);
- A copy of the guarantor's Office of the Insurance Commissioner of the State of Delaware business license;
- A copy of your State of Delaware, Division of Revenue business license;
- A copy of the business license for each city / town / municipality in which you intend to do business;
- A copy of a valid driver's license or state identification card; and
- An original duly authenticated original power of attorney appointing the agent or officers who may execute an obligation on behalf of the surety.

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Your registration documentation must be *notarized*, and it should be submitted to the address given below. The Court will be happy to notarize your portion the documentation for you, should you decide to submit it in person. Please be advised that **you will only be certified to post bonds in the jurisdictions in which you have provided a valid city / town / municipality license.**

As a part of the registration process, you are required to list **all** agents who are authorized to do business on behalf of your company. It is your responsibility to update that list should there be any changes throughout the year.

All bail agents and designated bail agents shall abide by the revised [Court of Common Pleas Rules of Conduct for Bail Agents and Property Bail Agents](http://courts.delaware.gov/rules/), which may be found on the Court's website at: <http://courts.delaware.gov/rules/>

Please submit the original registration form along with all other required attachments to:

**Bail Bond Registration
Court of Common Pleas
500 N. King Street, Suite 2800
Wilmington, DE 19801-3754**

Thank you for your cooperation in this effort. Should you have any questions, please contact John Mancus at 302.255.0868.

Very truly yours,

/s/Stephanie L. Fitzgerald

SLF:jam

cc: Carol Lemieux
Deborah Mowbray
Wanda Smith