

Ingham County Bond Company Application Instructions

As required by MCL 750.167b(4), the Chief Judge of the Circuit Court annually compiles and maintains an alphabetical list of persons engaged in the business of becoming surety upon bonds for compensation in criminal cases. Approved applications received after the annual compilation will be added to the list on an Ad Hoc basis. Persons desiring to engage in the business of becoming surety upon bonds must apply using one of the two alternatives: Either answering a comprehensive inquiry into the applicant's property, debts, encumbrances, judgments, etc. OR, a less comprehensive procedure whereby the bondsperson is backed by insurance. The Court requires the following information when application is made to be admitted to the list of approved bondsmen for the County of Ingham, 30th Circuit Court, 54-A District Court, 54-B District Court and 55th District Court.

Failure to provide the required documentation may result in a denial of your application.

DEADLINE FOR SUBMISSIONS FOR THE 2020 CALENDAR YEAR IS SEPTEMBER 30TH

PART 1 – Must submit for all annual renewals, new applications and changes.

The following **MUST** be submitted for your company and the information provided determines how the firm is displayed on the final list.

- Completed Company Summary
- Copy of valid State-issued company license
- Copy of Qualifying Power of Attorney (POA) issued by the underwriter

PART 2 – Must submit for all annual renewals and/or new agent applications.

The following **MUST** be submitted for each listed individual

- Agent application
- Copy of valid State-issued bonding license
- Copy of valid driver's license or State ID
- Copy of Qualifying Power of Attorney (POA) listing agent's name and authorized limit
- If the applicant has been convicted of a felony or misdemeanor, include a copy of the Register of Action from the pertinent court and any additional information available.

PART 3 – Must submit for all annual renewals and/or new company applications.

Company Affidavit

Application must be received via mail at:

30th Circuit Court - General Trial Division
Attn: Krissy Brokenshire
PO Box 40771
Lansing, MI 48901

OR

Hand-delivered to:

30th Circuit Court – Grady Porter Building
Administration – Attn: Krissy Brokenshire
303 W. Kalamazoo St, Floor 3r
Lansing, MI 48933

PART 2- Application for Bondsperson

This application is for a(n): Annual Renewal New Agent(s)

* Applicant's Name (First, MI, Last): _____

* Applicant's Residential Address: _____

* Date of Birth: _____ Social Security Number: _____

Telephone Number: Home Cell _____

* Company for which you are applying: _____

* Your individual NPN or SIDN: _____ NPN SIDN

List the name(s) of the individual(s) and/or business(es) for which you have operated as a bondsperson during the past 5 years, including self-employment.

* Have you ever been convicted of a crime (including misdemeanors and felonies but not including civil infractions for traffic matters)? No.
 Yes. * I have included a copy of the Register of Action and related information.

* Are there any *pending* criminal charges against you (including misdemeanors and felonies but not including civil infractions for traffic matters)? No.
 Yes. * I have included a copy of the Register of Action and related information.

* Attach clear copies of: Your current driver's license or State of Michigan ID **AND** State-issued occupational license which must list a status of "active" with the Department of Insurance and Financial Services.

Affidavit:

I, the undersigned applicant, being duly sworn state that all of my statements on this "Application for Bondsperson" are true. I will at no time become obligated upon any bond in excess of the coverage of insurance established at the time of approval of my acting as a bondsman. (This includes and applies to bonds written in and outside of Ingham County, or any other jurisdiction.) I shall promptly notify the Chief Judge, in writing, of any change in my insurance status, residence agency address(es) or affiliation.

By applying to be named as an approved surety in Ingham County, Michigan, I agree that I will be acting as a surety on my own behalf. I further acknowledge that if I am approved to issue surety bonds in Ingham County, Michigan, I will be responsible for any judgments that arise from the surety bonds that I have issued. Finally, I agree to accept service by First Class mail of any notice or other documentation related to the forfeiture of bonds.

Printed Name of Applicant

Signature of Applicant

Date

Subscribed and sworn to before me, a notary public in and for the County of _____,

State of _____ this _____ day of _____, 201_.

Notary Public Signature My Commission Expires: _____

PART 3-Company Affidavit

Company Name: _____

Company Address: _____

Company Phone: _____

A. I shall promptly notify the Court by certified mail of any change in my residence or business addresses.

B. I understand that a current affidavit containing the above information must be filed with the Circuit Court Administration Office on or before September 30th of the current year by persons wishing to remain on, or be considered for, the list of approved bondsmen.

C. I understand that agents of an approved bondsman are authorized to sign recognizance under a power of attorney when said document includes the provision that power of attorney is authorized to write bonds for a sum not to exceed \$_____. Until the bondsman delivers to the Court a new qualifying power establishing a higher limit.

D. The undersigned agrees to timely pay any said forfeiture. If they do not they may be removed from the Approved Bond Companies List.

E. The undersigned agrees to abide by any and all Court policies related to the execution or surrender of bonds for Ingham County. Failure to do so may result in removal from the Approved Bond Companies List.

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

PRINTED NAME OF COMPANY REPRESENTATIVE

TITLE OF COMPANY REPRESENTATIVE

Subscribed and sworn to before me, a notary public in and for the County of _____,

State of _____ this _____ day of _____, 201_.

Notary Public Signature My Commission Expires: _____