


Designation or Deletion of Bail Bond Agent in Charge

Welcome to MyProfile > either login with existing MyProfile account and go to page 7 (My Profile > Designate Bail Bond Agent in Charge), or, if no existing MyProfile account, select Create Account.



JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

[Locate](#) | [Help](#) | [FAQ](#)

Welcome to MyProfile.

MyProfile is the online portal for the Florida Department of Financial Services' Bureau of Licensing.

MyProfile allows you to:

- View your license(s), registration(s), appointment(s), continuing education information, and deficiencies on a pending application.
- Apply for a license or registration. **(turn off pop-up blockers)**
- Make an address change.
- Print a duplicate license.
- Print a Letter of Certification or Letter of Clearance.
- Apply to be a Pre-licensing or Continuing Education Provider or Instructor.

In order to continue operating efficiently, we strongly encourage people to utilize our Upload Documents feature through their MyProfile account to submit any application deficiency documents, instead of emailing them to us.

If the option to upload documents isn't available in someone's account, it will appear within 3 hours after submitting a new license application in our system.

NOTE: If an application is submitted through NIPR, the option will appear once that application reaches our system, typically 1-2 days after the application is submitted to NIPR.

Thank you for your cooperation and patience!

Need assistance?

[Click here](#) to review step-by-step guides or email us at agentlicensing@MyFloridaCFO.com.

Privacy Statement

Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, the State is responsible for informing you whether disclosure of your social security number is mandatory or voluntary, by what statutory or other authority your social security number is solicited, and what uses will be made of your social security number. Under § 119.071(5)(a)2., F.S., a state agency may collect your social security number if the collection is:

(I) specifically authorized by law; or

(II) imperative for the performance of the agency's duties and responsibilities as prescribed by law.

Disclosure of your social security number on this form is mandatory pursuant to the Welfare Reform Act, 42 U.S.C. § 666, and §§ 626.171(2)(a) and (7), 626.231(2)(a), 626.541(1), and 626.9953(3)(a) and (7), F.S.

The purposes for the requested information are to verify the identity of an

Login

User Name
TestTitle1

Password

Login

[Create Account](#)
[Forgot Username?](#)
[Forgot Password?](#)

(Continued on next page)

(Continued from prior page)

applicant for licensure, to conduct criminal and disciplinary history background checks, and to determine if the applicant lacks the fitness or trustworthiness to engage in the business of insurance. Your social security number is confidential and exempt from the disclosure requirements of § 119.07(1), F.S., and § 24(a), Article I of the Florida Constitution and will not be used for any purpose other than the purposes provided herein, or as otherwise authorized under § 119.071(5)(a), F.S.

A copy of this Privacy Statement is provided to you as required by § 119.071(5)(a)3., F.S.

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Create Account > Select Account Type Bail Bond Agency, select SSN/FEIN, and then click Next button.

The screenshot shows the 'Create Account' page for a Bail Bond Agency Applicant. At the top, there is a header with the Florida state seal and the text 'JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER'. Below the header are navigation links: 'Locate', 'Help', and 'FAQ'. The main content area shows 'Home > Create Account'. A red prompt says 'Please Select Your Account Type' followed by a dropdown menu with 'Bail Bond Agency' selected. Below this is a blue bar with the text 'Bail Bond Agency Applicant'. Underneath, there is a red prompt 'SSN/FEIN:' followed by a dropdown menu with '(Select one)' selected. At the bottom of the form are two buttons: 'Back' and 'Next'. A footer at the bottom of the page reads '@2000-2023, (2) - The State of Florida - All Rights Reserved. Disclaimer.'

Create Account > enter requested information and select Next button.

The screenshot shows the 'Create Account' page for a Bail Bond Agency Applicant, similar to the previous one but with more input fields. The header and navigation links are the same. The 'Please Select Your Account Type' dropdown is still set to 'Bail Bond Agency'. The 'Bail Bond Agency Applicant' bar is present. The 'SSN/FEIN:' dropdown is now set to 'FEIN'. Below this are three input fields: 'FEIN Number:', 'Verify FEIN Number:', and 'Owner License Number:'. A note below these fields says 'Note: Additional owners can be added later.' At the bottom of the form are two buttons: 'Back' and 'Next'. A footer at the bottom of the page reads '@2000-2023, (2) - The State of Florida - All Rights Reserved. Disclaimer.'

Account Profile > enter Agency Name, Email, and Verify Email and then select Verify Email Address button. Follow verification process using the email received.

 **JIMMY PATRONIS**
FLORIDA'S CHIEF FINANCIAL OFFICER

[Locate](#) | [Help](#) | [FAQ](#)

Account Profile

Demographic Information

Agency Name:

Email Address

Email:

Verify Email:

*** Please use a valid email address. This is the primary method of communication.**

[Verify Email Address](#)

[Back](#)

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Account Profile > Enter the Verification Code using the email received and click Verify Code button.

SHERIFF PATRONS
FLORIDA'S CHIEF FINANCIAL OFFICER

[Locate](#) | [Help](#) | [FAQ](#)

Account Profile

Demographic Information

Agency Name:

Email Address

Email:

Verify Email:

Email Verification

A verification code was sent to the email address **JUDY.GATLIN@MYFLORIDACFO.COM**. Please allow up to 2 minutes to receive the code before requesting a new code. Enter the code below, and then click the "Verify Code" button. The code will expire after 30 minutes.

If you no longer have access to the email address listed above, please send an email to MyProfileEmailUpdate@myfloridacfo.com and include:

- your full name,
- your Florida license number (if applicable),
- a copy of your driver's license, AND
- the email address you would like on record with us.


Once received, we will update your email address so you can go through the steps to log in to your MyProfile account.

Verification Code:

[Back](#) [Verify Code](#) [Request New Code](#)

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Account Profile > input requested information and select Save button.*



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Account Profile

Demographic Information

Agency Name:

Email

Email:
Verify Email:

Business Address

▶ Copy Mailing Address

Street Address:

City:

Country:

State/Province/Region:

County:

Zip Code:

Mailing Address

▶ Copy Business Address

Street Address:

City:

Country:

State/Province/Region:

County:

Zip Code:

Phone

Work Phone: Ext.

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Business Address and Mailing Address, the options for State/Province/Region are as follows:

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Account Profile

Demographic Information
Agency Name: BAIL BOND TEST AGENCY

Email
Email: JOHN.SHARP@MYFLORIDACFO.COM
Verify Email: JOHN.SHARP@MYFLORIDACFO.COM

Business Address
Copy Mailing Address

Street Address:

City:

Country: United States

State/Province/Region: Florida

County:

Zip Code:

Mailing Address
Copy Business Address

Street Address:

City:

Country: United States

State/Province/Region: Florida

County:

Zip Code:

Phone
Work Phone: Ext.

[Back](#) [Save](#)

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Add User > input requested information and select Create User button.**

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Add User

New Account Creation

User name must be 8-14 characters long. The password must be 8-14 characters long and must contain the following: at least one upper case letter, at least one lower case letter, at least one number, and can include any of the following characters: ! @ \$?

User Name:

Password:

Confirm Password:

Security Question 1: In what city did you meet your spouse/significant other?

Answer:

Security Question 2: What is the name of your favorite childhood friend?

Answer:

Security Question 3: What was your childhood nickname?

Answer:

Create User

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Add User > Account Creation Confirmation, select Continue button.

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Add User


Account Creation Confirmation

Your account has been created/updated successfully. Please click Continue.

Continue

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My Profile > click on Designate Primary Bail Bond Agent or Designate Bail Bond Agent in Charge

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Help | **FAQ** | [Logout](#) | [\[Bail Bond Agency\]](#)

My Profile
USER: BAIL BOND TEST AGENCY

[Click here to View Accepted Applications](#)

REGISTRATIONS

No pending or active registrations on file with the department.

Current Contact Information

200 E GAINES ST
TALLAHASSEE, FL 32399
JOHN.SHARP@MYFLORIDACFO.COM
UserName: BBAGENCYTEST00
[Click here to view Complete Information](#)

Primary Bail Bond Agent

You must designate a Primary Bail Bond Agent to register your Bail Bond Agency.

Messages

[Click here to review a list of messages.](#)

MENU

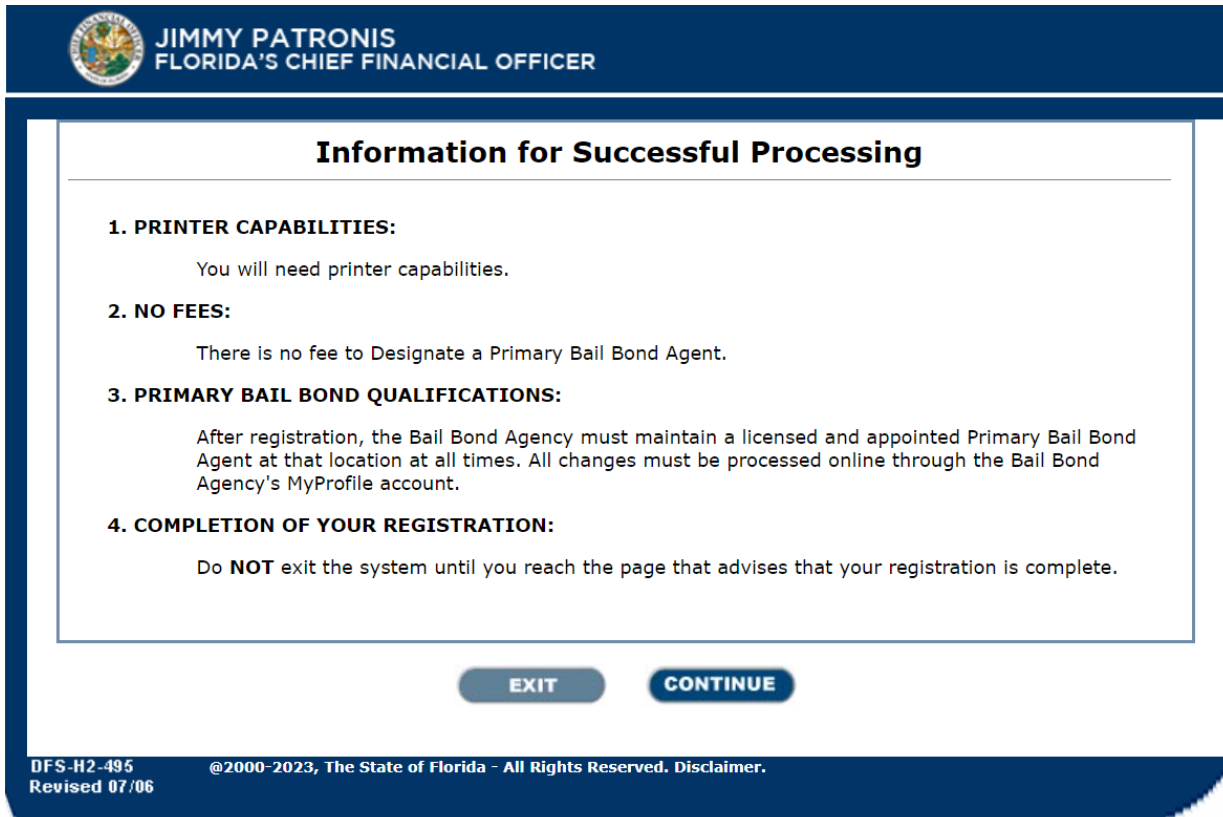
- ▶ **Designate Primary Bail Bond Agent**
- ▶ [Address Change](#)
- ▶ [Login Information Change](#)
- ▶ [Email Address Change](#)
- ▶ [Third Party Privileges](#)

Links of Interest

- ▶ [Our Home Page](#)

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Information for Successful Processing, select Continue button.



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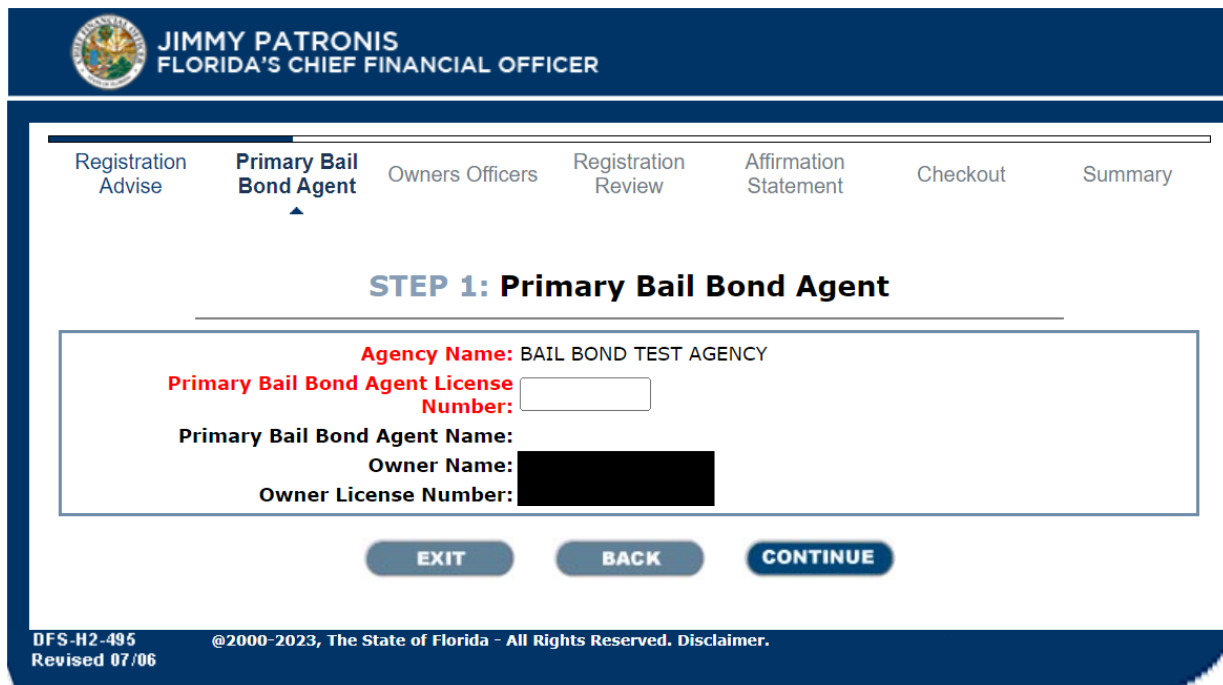
Information for Successful Processing

- 1. PRINTER CAPABILITIES:**
You will need printer capabilities.
- 2. NO FEES:**
There is no fee to Designate a Primary Bail Bond Agent.
- 3. PRIMARY BAIL BOND QUALIFICATIONS:**
After registration, the Bail Bond Agency must maintain a licensed and appointed Primary Bail Bond Agent at that location at all times. All changes must be processed online through the Bail Bond Agency's MyProfile account.
- 4. COMPLETION OF YOUR REGISTRATION:**
Do **NOT** exit the system until you reach the page that advises that your registration is complete.

EXIT **CONTINUE**

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Step 1: Primary Bail Bond Agent (or Bail Bond Agent in Charge) > input Primary Bail Bond Agent (or Bail Bond Agent in Charge) License Number and select Continue button.



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Registration Advise **Primary Bail Bond Agent** Owners Officers Registration Review Affirmation Statement Checkout Summary

STEP 1: Primary Bail Bond Agent

Agency Name: BAIL BOND TEST AGENCY

Primary Bail Bond Agent License Number:

Primary Bail Bond Agent Name:


Owner Name: [REDACTED]

Owner License Number: [REDACTED]

EXIT **BACK** **CONTINUE**

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Step 2: Owners Officers > update as needed and select Exit button.

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Registration AdvisePrimary Bail Bond Agent**Owners Officers**Registration ReviewAffirmation StatementCheckoutSummary

STEP 2: Owners Officers

Agency Name BAIL BOND TEST AGENCY

Total List Count: 1

License Number	Name	Individual Type	Action
[REDACTED]	[REDACTED]	Owner or LLC Member	Delete

[Add Owner/Officer](#) [Submit](#)


Owner/Officer Detail

License Number: [Search](#)

[EXIT](#)[BACK](#)

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Step 3: Registration Review > select Continue button.

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Registration AdvisePrimary Bail Bond AgentOwners OfficersRegistration ReviewAffirmation StatementCheckoutSummary

STEP 3: Registration Review

PRINT

You have not completed the application process.
Print for your personal records and press continue.

Florida Department of Financial Services

Bureau of Licensing
AALF Designate Primary Bail Bond Agent

FEIN Number: [REDACTED]	License Number: N/A	Application ID Number: [REDACTED]
Agency Name: BAIL BOND TEST AGENCY	Application Accepted Date: 10/21/2023	
Primary Bail Bond Agent Name: [REDACTED]	Primary Bail Bond Agent License Number: [REDACTED]	

Mailing Address
200 E GAINES ST
TALLAHASSEE, FL 32399

Email Address
[REDACTED]

Owner/Officers:


Owner or LLC Member [REDACTED]	XXX-XX-XXXX [REDACTED]	[REDACTED]
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Deficiencies:
None.

EXITBACKCONTINUE

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Step 4: Affirmation Statement > select Continue button.



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Registration Advise Primary Bail Bond Agent Owners Officers Registration Review **Affirmation Statement** Checkout Summary

STEP 4: Affirmation Statement

Applicant Affirmation Statement

Bail Bond Agency Owner Responsibilities:

- I attest that the information submitted for this bail bond agency is correct and effective as of the date of this filing.
- I understand I must update the information in this filing within ten (10) working days after a change in ownership of this agency, or a change in the designated primary bail bond agent.
- I understand that my bail bond license may be penalized if this bail bond agency employs, contracts with, or uses the services of a person who has had a license denied, or whose license is currently suspended or revoked.
- I understand that an owner, operator, or primary bail bond agent may not employ, contract with, or use the services of any person in a bail bond agency who has been charged with, found guilty of, or pled guilty or nolo contendere to a felony or a crime punishable by imprisonment of 1 year or more under the law of any jurisdiction, without regard to whether judgment was entered or withheld by the court.
- Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree provided under section 837.06, F.S.

(Section 648.387, F.S.)

I agree to the above statement.

Affirmation Name(s):

<input type="text"/>	<input type="text"/>
First Name	Last Name

EXIT **BACK** **CONTINUE**

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Registration Complete > select Exit button.



*The following contains the possible answers to the drop-down boxes for Country and State/Province/Region.

Under Account Profile > Business Address and Mailing Address, the options for Country are as follows:

Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Bouvet Island, Brazil, British Indian Ocean Territory, Brunei Darussalam, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Cape Verde, Central African Republic, Chile, China, Christmas Island, Cocos (Keeling) Island, Colombia, Comoros, Congo, Cook Islands, Costa Rica, Côte d'Ivoire, Croatia, Cuba, Cyprus, Czech Republic, Democratic Republic of the Congo, Denmark, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Falkland Islands (Malvinas), Faroe Islands, Federated States of Micronesia, Fiji, Finland, France, France Metropolitan, French Guiana, Gabon, Gambia, Georgia, Germany, Ghana, Gibraltar, Great Britain (UK) Greece, Greenland, Grenada, Guadeloupe, Guam, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Heard Island and McDonald Islands, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Kiribati, Korea (north), Korea (south), Kuwait, Kyrgyzstan, Laos, Latvia, Lebanon, Lesotho, Liberia, Libya, Liechtenstein, Lithuania, Luxembourg, Macao, Macedonia, Madagascar, Malawi, Malaysia, Maldives, Mali, Malta, Marshall Islands, Martinique, Mauritania, Mauritius, Mexico, Moldova, Monaco, Mongolia, Montenegro, Montserrat, Morocco, Myanmar, Netherlands, Netherlands Antilles, Northern Mariana Islands, Norway, Panama, Philippines, S. Georgia and S. Sandwich Islands, Saint Kitts and Nevis, Saint Lucia, Serbia, Spain, Sri Lanka, Sweden, Switzerland, United Arab Emirates, United States, Western Sahara

Under Account Profile > Business Address and Mailing Address, the options for State/Province/Region are as follows:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming

**The following contains the possible answers to the drop-down boxes for Security Questions 1, 2, and 3 under Add Users > New Account Creation:

In what city did you meet your spouse/significant other?
What street did you live on in third grade?
What is the middle name of your youngest child?
What is your oldest sibling's middle name?
In what city or town did your mother and father meet?
What is the first name of the boy or girl that you first kissed?
What was the last name of your third grade teacher?
In what city or town was your first job?
Where were you when you first heard about 9/11?
What is your spouse's mother's maiden name?
To what city did you go on your honeymoon?
What is the street number of the house you grew up in?
What was the make and model of your first car?
What is your preferred musical genre?
What is the name of the first undergraduate college you attended?
What is the name of the first school you attended?
In what year was your father born?
In what year was your mother born?
What was your mother's maiden name?
What is your father's middle name?
What was the name of your first pet?