



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CASH BOND DEPOSITOR REQUEST FORM

Case Number/Booking Number: _____

Name: _____

Address: _____

(*complete* mailing address, including Apt or Lot # if applicable, where you wish to have the check mailed)

City _____ State _____ Zip Code _____

Home Phone: _____ Cell Phone: _____

Amount of Cash Bond: \$ _____

Signature: _____ Date: _____

I am a licensed bail bond agent pursuant to F.S. 648.27.

Bail Bond Agency Name (please print) _____

CASH BOND DISCHARGE INSTRUCTIONS

Notice to Depositor: Effective July 1, 2013, FS 903.286

“the clerk of the court shall withhold from the return of a cash bond posted on behalf of a criminal defendant by a person other than a bail bond agent licensed pursuant to chapter 648 sufficient funds to pay any unpaid costs of prosecution, costs of representation as provided by ss. 27.52 and 938.29, court fees, court costs, and criminal penalties.”

- Bond money will be refunded after the final disposition of the case and after all unpaid court fees, courts costs, and criminal penalties for all cases associated to the defendant are deducted pursuant to FS. 903.286.
- Refund checks will be mailed to the depositor or assignee within 10 days after the bond has been **discharged and a refund request has been submitted to the clerk’s office by the depositor or the assignee.**
- Along with this completed form, a **valid** driver’s license or photo I.D. is **required** from the depositor or assignee.
- Please mail this form along with the requested copies to Circuit Criminal--Bond Unit, 205 N. Dixie Hwy, Room 3.2400, West Palm Beach, FL 33401; or you may drop it off at the same location.
- **There is no charge to receive your cash bond deposit refund balance.**
- Please contact 561-355-2994 if you have any questions.