CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

CASH BOND DEPOSITOR REQUEST FORM

NOTICE TO DEPOSITOR: Florida Statute s. 903.286

"Notwithstanding s. 903.21(2), 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 Florida Statute s. 903.286.
- There is no charge to receive your cash bond deposit refund balance if the request is submitted directly to the Clerk's office. If you have assigned your right to receive your cash bond to a third party ("Assignee"), the Assignee could charge you a service fee. See page 2 for instructions on how to claim your refund if using a Third Party.

CASH BOND REFUND INSTRUCTIONS

- Section A of the cash bond Depositor request form must be completely filled out and signed by the person who paid/deposited the bond ("Depositor").
- Section B of form is to also be filled out if the return of bond is being assigned to a third party. A third party could charge a service fee. There is no charge to receive your cash bond refund if submitted directly to the Clerk's office.
- Provide a legible copy of the Depositor's **valid** driver's license or photo I.D.
- If a cash bond refund is being assigned to a third party, a notarized assignment of cash bond refund must be included along with a legible copy of the third party/assignee's valid driver's license or photo I.D.
- Please mail this form along with the requested copies to the Criminal–Bond Unit, 205 N. Dixie Hwy, Room 2.2300, West Palm Beach, FL 33401; or you may drop it off at the same location.
- Refund checks will be mailed to the Depositor or third party/assignee within 30 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**.
- Please contact the Clerk's Office at 561-355-2994 if you have any questions.

SECTION A – TO BE COMPLETED BY THE DEPOSITER OF CASH BOND

Depositor's Name: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Phone Number: _____ Email Address:_____

Amount of Cash Bond: $_____

Case Number/Booking Number: _____

Check 1 of the following 3 choices:

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

Agency Name_____

☐ I hereby request that the refund of the cash bond be issued directly to me as the original Depositor.

☐ I hereby request that the refund of the cash bond I deposited be assigned to: _____. **I understand that a Third Party/Assignee could charge a service fee and that there is no charge if I submit the request directly to the Clerk's office.** Please contact the Clerk's Office at 561-355-2994 if you have any questions.

Depositor Signature: _____ Date: _____

Copy of Depositor's DL/ID Provided? _____Yes _____No

SECTION B – TO BE COMPLETED BY THIRD PARTY/ASSIGNEE

Only complete if refund being assigned to a third party.

Name of Third Party/Assignee: _____

Mailing Address:_____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address:_____

Signature of Third Party/Assignee:_____

Date:_____ Copy of Third Party's DL/ID Provided? _____Yes _____No