



**CASH
BAIL**

BAIL ASSIGNMENT APPLICATION

Mail to: NYC Department of Finance, Client Services, 66 John Street, 12th Floor, New York, NY 10038

Instructions: This application must be notarized after all sections have been completed. Submit the completed application to the address above, along with the following required documents. **An original bail receipt must be attached to this form.** If it is not available, a *Lost Bail Receipt Affidavit* must be completed and submitted along with a notarized and signed Signature Verification Form for the Assignee. Two forms of identification are also required from both the Surety and Assignee. Some acceptable forms of identification are a valid NYS or out-of-state drivers license or non-driver ID, US passport, ATM bank/credit card, voter's registration card, employment ID, a NYC library card, or utility bill. One form of identification must contain a photo. Birth certificates and Social Security cards are not acceptable. Do not mail original forms of ID. For further information call 212-487-3046 or 212-487-3050.

SECTION I - SURETY/TRANSFER INFORMATION

A. Surety Information - (Information regarding the person who paid the bail and signed the receipt)

1. Name: _____
PRINT LAST NAME OF SURETY PRINT FIRST NAME OF SURETY

2. Current Address: _____ Apt. #: _____
NUMBER AND STREET

City: _____ State: _____ Zip Code: _____

3. Print the name of the defendant in the case of People of the State of New York vs.: _____
LAST NAME FIRST NAME

4. Print the amount of the cash bail that you paid in this case: \$ _____

5. Print the receipt, docket and/or treasury receipt number below, (if available):

a) CASH BAIL RECEIPT # _____ b) DOCKET/INDICTMENT # _____ c) TREASURY RECEIPT # (IF AVAILABLE) _____

B. Transfer Information

1. Print the name of the person or business entity you assign, set and transfer your rights, title and interest in this matter to:

PRINT LAST NAME OF ASSIGNEE PRINT FIRST NAME OF ASSIGNEE

PRINT NAME OF BUSINESS OR CORPORATION

2. Assignee's Mailing Address: _____ Apt. #: _____
NUMBER AND STREET

City: _____ State: _____ Zip Code: _____

3. Print the amount of cash bail you are now assigning: \$ _____

4. Assignee's Phone Number: _____ 5. Email Address: _____

SECTION II - CERTIFICATION

I certify that I am the above named surety and authorize this assignment. I hereby acknowledge that the information provided is true and correct to the best of my knowledge.

Signature of Surety

Sworn to before me

on _____, 20_____

Notary Public/Commissioner of Deeds

Notary
Affix
Stamp
Here

FOR OFFICIAL USE ONLY

Customer Representative's Initials and Date

Supervisor's Initials and Date