

# BAIL ASSIGNMENT APPLICATION

**Mail to: NYC Department of Finance, Treasury/Court Assets Unit, 66 John Street, 12th Floor, New York, NY 10038**

**Instructions:** This form must be completed by the person that paid the Cash Bail (i.e. the Surety). Complete, notarize, and submit this form along **with** a valid government picture ID such as a driver's license, passport, or benefit card. If you do not have a valid government issued ID you will need to provide copies of **two (2) forms of ID** to verify your identity. At least one ID must have a photo and signature such as an employment or school ID. Other types of acceptable identification include a utility bill issued within 60 days, an ATM/Bank Card, or Social Security Card. For additional information visit our Cash Bail/Court & Trust Section at [www.nyc.gov/finance](http://www.nyc.gov/finance) or contact us at 212-908-7619 or visit us at [nyc.gov/contactcashbail](http://nyc.gov/contactcashbail).

## SECTION I - SURETY/TRANSFER INFORMATION

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

- Name: \_\_\_\_\_  
PRINT LAST NAME OF SURETY PRINT FIRST NAME OF SURETY
- Current Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
NUMBER AND STREET
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Surety's Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_
- Defendant's Name: \_\_\_\_\_  
LAST NAME FIRST NAME
- Print Cash Bail amount you paid in this case: \$ \_\_\_\_\_
- Print the Docket and/or Treasury Receipt number: \_\_\_\_\_  
a) DOCKET/INDICTMENT # b) TREASURY RECEIPT (TR) NUMBER

### B. Transfer Information

- 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
- Assignee's Mailing Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
NUMBER AND STREET
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Print the amount of Cash Bail you are now assigning: \$ \_\_\_\_\_
- 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

\_\_\_\_\_  
Court Assets Member Approval and Date

\_\_\_\_\_  
Supervisor Approval and Date