

We are sending you instructions on completing a Personal Appearance bond for :

1) The bail bond documents must have your **WITNESSED** signature next to where it says "surety." Your signature and initials go in the following places, as indicated:

a) first signature = page titled "**UNITED STATES DISTRICT COURT**"

b) second signature = page titled "**AFFIDAVIT BY OWNER OF CASH SECURITY**"

c) your initials = page titled "**SURETY ADDENDUM TO APPEARANCE BOND**"

2) A notary Public or attorney needs to witness your signature on the two pages marked with an arrow → [if sureties have any criminal history, *please bring it to our attention*]

3) Provide a copy of your current driver's license and a second form of I.D. which can be anything like a school credential, passport or Social Security Card. Costco Cards are also acceptable. Please **do not** use a credit card.

4) Provide proof of income by sending a copy of your 2 most recent paycheck stubs and income tax return. We also need proof of assets to help us prove you are a "*financially responsible*" person. Examples are: mortgage statement + zillow.com printout, 401K statement, (please write the actual mileage) along with the Kelly Blue Book printout, and any bank accounts (checking, savings, CD, etc).

5) When everything is complete, **FAX** or e-mail to us **BEFORE MAILING** the documents!! Once we verify it for accuracy, we will ask you to mail the originals **FEDERAL EXPRESS**, "**Standard Overnight**." We will submit bond to the Assistant U.S. Attorney and the Judge for final approval. This process usually lasts 48 hours.

* = signature of surety

→ = Notary public to sign and seal

Sincerely,

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