



BOND REQUIREMENTS CHECKLIST

New and replacement bonds must meet ALL of the following requirements in order to be accepted for contractor registration. Failure to meet requirements will result in the bond being rejected and the registration documents returned. Please ensure that all requirements have been met prior to submitting your bond for registration.

- Do not attempt to reproduce our bond form, as it is pre-signed by the assistant prosecuting attorney.
- Bond must be valid through December 31 of the registration year.
- Bond company must be “A” rated or better.
- Principal’s printed name and signature must be present on the appropriate lines.
- Two (2) witness signatures for the principal must be present.
- Surety/Attorney-in-fact’s name and signature must be present on the appropriate lines.
- Two (2) witness signatures for the surety/attorney-in-fact must be present.
- Embossed, electronic, or gold seal from the surety/attorney-in-fact must be affixed to the **BOND FORM**, not just the power of attorney.
- Power of attorney **MUST** accompany the bond.
- Active certificate of compliance, aka certificate of authority, from the Ohio Department of Insurance **MUST** accompany the bond.

Questions?

Please contact our Customer Service team with any questions regarding these bond requirements or contractor registration. Customer Service is available M-F from 7:30am-4:00pm at 513-946-7830 or hcphcustserv@hamilton-co.org.

