



PUBLIC NOTICE

ISSUANCE AND RENEWAL OF PRIVATE BAILIFF LICENCES

Although Court buildings remain generally closed to the public, the Registrar of the Supreme Court (Ag.) has deemed the issuance and renewal of Private Bailiff Licences as sufficiently urgent to allow limited access.

Requests are to be submitted via e-mail to RegistrarOffice@ttlawcourts.org captioned “*Bailiff Licence Issuance/Renewal*” with scanned copies of the following documents attached to the e-mail:

- ✓ Application form for Renewal (or application form if first application)
- ✓ Two (2) forms of valid identification (Passport, Driver’s permit, National Identification Card)
- ✓ Police Certificate of Character
- ✓ Two (2) References (recommender must be holder of a respected office, proper letterhead and/or official stamp)
- ✓ Proof of Employment or contract of employment as a Bailiff or in the case of a self-employed bailiff, a Statutory Declaration that he/she is self-employed and is not engaged in business as a private bailiff while an employee of or engaged in the business of a debt collection agency and a photocopy.
- ✓ Certificate stating that he/she has passed a written examination for bailiffs at the Ministry of the Attorney General (past and present year)
- ✓ Recognisance for bailiffs / Security by the way of a bond, with a surety to the Registrar of the Supreme court to the value of five thousand dollars (\$5,000.00)
- ✓ Audited Document of Bailiff Work for the past year signed by a certified accountant addressed to the Registrar of the Supreme Court (for renewal)
- ✓ Scanned recent passport size photograph
- ✓ The expired bailiff license (if applicable)

Appointments will subsequently be issued for the electronic certification of copies, the submission of original documents, the payment of the associated fees and the collection of licences.

**Registrar (Ag.)
Supreme Court**