



New Application	_____
Renewal Application	_____

TOM GREEN COUNTY BAIL BOND INDIVIDUAL SURETY LICENSE APPLICATION

****Submit Original & 14 Copies with filing fee to Tom Green County Treasurer****

NO APPLICATION SHALL BE DEEMED COMPLETE NOR SHALL ANY LICENSE ISSUED BECOME EFFECTIVE UNTIL ALL APPLICABLE PROVISIONS OF THE TEXAS OCCUPATIONS CODE, CHAPTER 1704, AND THE CURRENT RULES AND REGULATIONS OF THE BOARD HAVE BEEN FULLY COMPLIED WITH.

Applicant Name _____

**FOR BOARD USE ONLY
DO NOT WRITE BELOW THIS LINE**

Application Received by: _____ Date: _____

\$500.00 Fee Receipt Attached? (Circle One) YES / NO

Assumed Name (DBA) filed on Record with Tom Green County Clerk: _____

Outstanding un-satisfied forfeitures of judgments in any County: _____

Conditionally Approved / Denied Date: _____

Security properly filed and in proper form on: _____ Received by: _____

Application Final Approval Granted by Board and License Issued on: _____

LICENSE NUMBER: _____ **DATE EXPIRES:** _____

CHECKLIST OF DOCUMENTS REQUIRED AT TIME OF SUBMISSION
FOR APPLICATION TO BE CONSIDERED BY THE BOARD

INCOMPLETE APPLICATIONS WILL BE DENIED LICENSURE

- _____A. A completed original application.
- _____B. The **\$500.00** application fee made payable to the Tom Green County Bail Bond Board.
- _____C. A complete and sworn financial statement.
- _____D. A certified copy of the properly filed and currently valid Assumed Name Certificate (DBA) made out in Applicant's name.
- _____E. **3** signed original letters of recommendation for the Applicant, specifically identifying the author of the letter and their relationship to the Applicant, which meet the statutory requirements of the Texas Occupations Code, Chapter 1704.
- _____F. A signed original letter of good standing from the bail bond board or bonding authority of each Texas County in which the Applicant has ever been licensed.
- _____G. **2** passport-sized photos of applicant.
- _____H. One full set of Applicant's fingerprints. If this is a renewal application of a current license, the fingerprint card currently on file with the Tom Green County Sheriff's Office is sufficient.
- _____I. A certified copy of the applicant's Criminal History provided by the Texas Department of Public Safety.
- _____J. Designate the form of the **\$50,000.00** security to be deposited with the Tom Green County Treasurer's Office if application is conditionally approved (Circle One):

Cashier's Check / Cash / Certificate of Deposit / Real Property
- _____K. Proof of completion of at least **8** hours of continuing legal education in criminal law courses approved by the State Bar of Texas and offered by an accredited institution of higher education in the state.
- _____L. Submit documentary evidence that in the two years preceding the filing of this Application, Applicant has been continuously employed for **1** year by a person licensed under Chapter 1704 of the Texas Occupations Code (example, W-2 forms or check stubs), and that the Applicant was required to work not less than **30** hours per week (example, timesheets), excluding annual leave, and perform duties in all phases of the bonding business (example, job description).

_____M. If Applicant intends to use Real Estate as security, the Application MUST include a Statement listing all NON-EXEMPT REAL ESTATE owned by the Applicant which is intended to be conveyed in trust to the Tom Green County Bail Bond Board as security upon tentative approval of the Application. The following shall be included for EACH parcel:

- 1) A legal description equivalent to the description required to convey the property by general warranty deed.
- 2) Current statements from every taxing unit with power to assess or collect taxes against the property indicating that there are no un-paid taxes or outstanding tax liens on the property.
- 3) A sworn statement from the Applicant agreeing to keep all taxes paid on the property while it remains in trust.
- 4) A sworn statement from the Applicant agreeing not to further encumber the property after conveying it in trust to the Tom Green County Bail Bond Board.
- 5) A sworn agreement from the Applicant that the Applicant will insure, and keep current the insurance on the property, including all improvements against any damage or destruction for the full amount of the value claimed for the property and all improvements, while the property remains in trust.
- 6) A current appraisal made in accordance with Texas Occupations Code, Chapter 1704.155(3).
- 7) A sworn statement from Applicant's Spouse, if any, agreeing to the transfer to the Tom Green County Bail Bond Board, as part of the trust, any right, title, or interest that the Applicant's Spouse may have in the property, and that the Applicant's Spouse will execute deeds of trust to any community property placed in the security deposit.
- 8) Documentation of Insurance on the property listing the name of the insurance company to confirm that the property is properly insured. Along with an insurance policy showing Tom Green County Bail Bond Board as an additional insured.

Date Application Prepared: _____(Circle One) ORIGINAL or RENEWAL

If Renewal, the date original license was granted by Tom Green County: _____

Current License Number: _____ Expiration Date: _____

ATTACH PAGES AS NEEDED TO FULLY ANSWER EACH QUESTION

1. Individual Applicant Name: _____ Age: _____
Social Security Number (optional): _____ Date of Birth: _____
Driver's License Number: _____ Driver's License State: _____
Home Address: _____
City, State, Zip Code: _____
Home Telephone: _____ Fax: _____
Length of Residence in Texas: _____ Citizen of the United States: Yes ___ No ___

2. Are you married under the laws of Texas or any other jurisdiction? Yes ___ No ___
If "Yes", Applicant's Spouse Name: _____
Date of Birth: _____ Age: _____ Driver's License No. & State: _____
Home Address: _____
City, State, Zip Code: _____
Home Telephone: _____ Fax: _____

3. Have you or any business of yours ever filed for or been involved in any voluntary or involuntary bankruptcy, been placed in receivership, been adjudged bankrupt, or been involved in any insolvency proceedings?
Yes ___ No ___ If "Yes", give full details including date of filing, location, Court, case number, and date of final judgment: _____

4. Assumed Name under which this bonding company business shall be conducted (DBA): _____
Date DBA was filed with Tom Green County Clerk: _____
Business Address: _____
City, State, Zip Code: _____
Business Telephone: _____ Fax: _____

5. Will Applicant conduct bail-bonding business at any other locations? Yes ___ No ___
If "Yes", explain fully giving all addresses and reasons: _____

6. Will any business other than bail bonding be conducted at the addresses listed in 4 and 5? Yes ___ No ___
If "Yes", give full details as to other business which will be conducted: _____

7. Is this business owned, in whole or in part, by any persons (including Corporations) other than the Applicant?
Yes ___ No ___ If "Yes", give full details for each co-owner or partial ownership interest and attach a copy of all documents creating such ownership interests: _____

8. Have you ever been connected in any way with any bail bonding company other than the one for which you are now applying? (Including ownership, partial interest in, worked for, etc.)? Yes ___ No ___
If "Yes", give full details including names, nature of connection, and dates: _____

9. Have you, or any business owned in whole or in part by you, ever been denied or refused a bail bond license in any state or withdrawn an application to avoid such action? Yes ___ No ___ If "Yes", give full details including State, County, date, and reason for denial or refusal: _____

10. Applicant has at least 1 year of continuous work experience in the bail bond business in the 2 years preceding the date of this application? Yes ___ No ___ List name, address, and telephone number of bonding company, name of licensed bondsman (or agent, if a corporation), County, and license number, as well as dates of employment: _____

11. Have you, or any business owned in whole or in part by you, ever had a bail bond license suspended, canceled, or revoked? Yes ___ No ___ If "Yes", give full details including County, dates, reasons, etc.: _____

12. Applicant has completed _____ hours of continuing education classes in the 2 years preceding the date of this application. List location, date, and name of course(s) attended (Minimum of 8 hours required): _____

13. List all employees and/or agents that are going to work for, or that are now working for, this bail bonding company, and give their name, date of birth, driver's license number, and State: _____

14. Are you, or any business with which you are connected, currently involved in any civil litigation (excluding bond forfeitures)? Yes ___ No ___ If "Yes", attach copy of suit and give full details including County, Court, case number, date filed, and nature of litigation: _____

15. Have you ever been convicted of any felony or misdemeanor offense, in any Jurisdiction? Yes ___ No ___
If "Yes", give full details including Jurisdiction, State, County, Court, case number, charge, date of offense, and final disposition: _____

16. List all counties in which you, or any business owned in whole or in part by you, now has or has ever had a bail bond license: _____

INDIVIDUAL SURETY APPLICANT OATH

I, the undersigned Applicant, do hereby certify that I have personally read and reviewed this application, and I do hereby state and certify under oath that there are no misrepresentations, omissions, or falsifications in the forgoing statements and answers including all attachments, and that the entries made above on all attachments are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

I do hereby request and authorize the Tom Green County Bail Bond Board, or its designee, to make a thorough and complete investigation of the facts and assertions made within this application in order to confirm their truthfulness or falsity.

I do hereby request and authorize any person or persons, each former employee or employer, or any firm or corporation referred to in this application to give any information and answer all questions asked concerning this application as deemed needed by the Tom Green County Bail Board, or its designee, in the investigation or re-investigation of this application and its contents.

I hereby agree and consent that in the event that this application is found to contain any false statement, omission of information, or misinterpretation of any kind, this application will be denied.

In consideration of granting this bail bond license and in order to insure payment of any and all obligations incurred by my bail bonding business due to this license, I will deposit with the Tom Green County Treasurer, security in the form of one of the following, or a combination of, that constitutes at least a minimum of the security required under the Tom Green County Bail Bond Board Rules and Regulations:

- A Certificate of Deposit, drawn on an institution insured by the Federal Deposit Insurance Corporation, in the amount of \$50,000.00 and made payable to the Tom Green County Treasurer, in a form which is acceptable to the Tom Green County Treasurer and the Tom Green County Bail Bond Board.
- Cash in the amount of \$50,000.00.
- A Cashier's Check, drawn on an institution insured by the Federal Deposit Insurance Corporation, in the amount of \$50,000.00, and made solely payable to the Tom Green County Treasurer, in a form which is acceptable to the Tom Green County Treasurer and the Tom Green County Bail Bond Board.
- A Deed of Trust to Non-Exempt Real Estate with an appraised value of \$50,000.00 or more, as prescribed in the Texas Occupations Code, Chapter 1704, and in form directed, approved, and acceptable to the Tom Green County Treasurer and the Tom Green County Bail Bond Board.

I, the undersigned Applicant, do certify that I have read and understand the Tom Green County Bail Bond Board Rules and Regulations, and Chapter 1704 of the Texas Occupations Code, and I agree that I, and each of my employees, will comply with and be bound to these laws and rules.

Date: _____

Signature of Applicant

Typed Name of Applicant

Assumed Name or DBA of Applicant's Business

Subscribed and sworn to before me this _____ day of _____, 20____, by _____, Affiant.

Notary Public in and for the County of

_____, and the State of _____

My Commission Expires: _____

PERSONAL FINANCIAL STATEMENT OATH
INDIVIDUAL SURETY APPLICATION

Name _____

Address _____

Business DBA _____

Date of Birth _____

Married _____ Unmarried _____ Separated _____ Number of Dependents _____

Tom Green County Bail Bond Board Members,

For the purpose of obtaining an Individual Surety Bail Bond License from the Tom Green County Bail Bond Board, I submit to the Board the attached statement of my financial condition as of _____, 20____.

Should this application be approved, I further swear that I will notify the Tom Green County Bail Bond Board, in writing, of any material unfavorable change in my financial condition. In the absence of such notice, the Board may consider this a continuing statement and substantially correct. The Board is authorized to verify with other persons any information at any time furnished by me in support of this application. This financial statement and any other information furnished to the Board shall be your property. The Board is authorized to answer questions about this financial statement, and to investigate any information obtained from me or any other person pertaining to my credit or financial responsibilities.

THE PENALTY FOR MISREPRESENTING INFORMATION ON THIS FINANCIAL STATEMENT WILL BE DENIAL OF A BAIL BOND SURETY LICENSE. WITH KNOWLEDGE OF THIS PENALTY, I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS FINANCIAL STATEMENT AND THE ATTACHED SCHEDULES IS TRUE AND CORRECT AT THE ABOVE STATED DATE.

SIGNATURE OF INDIVIDUAL SURETY APPLICANT

DATE

Subscribed and sworn to before me this ___ day of _____,

20 _____, by _____, Affiant.

Notary Public in and for the County of _____

_____, and the State of _____

My Commission Expires: _____