

**JEFFERSON COUNTY BAIL BOND BOARD**  
**APPLICATION FOR AGENT LICENSE**

*NOTICE: Pursuant to Occupations Code Chapter 1704.162 Section (2) (b) and the Jefferson County Bail Bond Board local rules, failure to submit an application and all required supporting documents thirty-one (31) days in advance of license renewal may result in license being suspended. All applications shall be submitted to Becky Garcia, Board Administrator, in the County Clerk's Office, 1085 Pearl Street, Beaumont, TX 77701, thirty-one (31) days before the license expiration date.*

*If additional space is required for a response to any question, please submit on another page to be attached to the end of this application.*

**Application Type and Fee**

**License No:** \_\_\_\_\_

(if original license, leave blank)

Type of Application:        \_\_\_\_\_ ORIGINAL

                                         \_\_\_\_\_ RENEWAL

Pursuant to Jefferson County Bail Bond Board Rule 2, an applicant for a bail bond agent license shall submit a \$500.00 application fee with the sworn application. The fee is non-refundable.

1. Has a check in the amount of \$500.00 been made payable to the Jefferson County Treasurer?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

If yes, attach the check in an envelope marked as "Exhibit 1"

**Applicant's Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

2. Pursuant to Occupations Code 1704.154 (4) (E), have you attached a photograph of the applicant, or if the applicant is a corporation, of the agent designated by the corporation in the application?  YES  NO

If yes, attach the photograph as “Exhibit “2””.

3. Pursuant to Code 1704.154 (4) (E), have you attached a set of fingerprints, taken by the Sheriff’s Office, of the applicant, or if the applicant is a corporation, of the agent designated by the corporation in the application?  YES  NO

If yes, attach the set of fingerprints as “Exhibit 3”.

4. Pursuant to Jefferson County Bail Bond Board Rules, have you attached a copy of the applicant’s driver’s license, or if the applicant is a corporation, of the agent designated by the corporation in the application?  YES  NO

If yes, attach a copy of the driver’s license as “Exhibit 4”.

**Business Information**

5. State the name and business information of the Surety for whom you will be working:

Surety Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attach **Certification of Surety Intent to Employ Agent** as “Exhibit 5”.

**Applicant's Eligibility Qualifications**

Pursuant to Occupations Code Sec. 1704.152(a) (1) to be eligible for a license under this chapter an individual, including an agent designated by a corporation *must be a resident of this state and a citizen of the United States.*

6. Are you presently a resident of Jefferson County, Texas?  YES  NO

If no, state your county of residence: \_\_\_\_\_

7. Are you a citizen of the United States?  YES  NO

If no, list your country of citizenship: \_\_\_\_\_

Pursuant to Occupations Code Sec. 1704.153 and Jefferson County Bail Bond Board Rule 11 (c) and (d) *a person is not eligible for a license under this chapter if, after August 27, 1973, the person commits and is finally convicted of a misdemeanor involving moral turpitude or a felony. Each licensee shall obtain a background investigation record on each employee from the Texas Department of Public Safety evidencing that no employee is disqualified under this paragraph. The cost of such background investigation shall be borne by the surety.*

8. Have you ever been convicted of or received probation for a felony or misdemeanor offense after August 27, 1973, in any state?  YES  NO

If yes, attach completed **Statement Regarding Felony and Misdemeanor Convictions** as "Exhibit 8".

9. Have you obtained a criminal background check from the Texas Department of Public Safety?  YES  NO

If yes, attach the **Certification of Criminal History Record Information** received from the Texas Department of Public Safety as "Exhibit 9".

Pursuant to Occupations Code Sec. 1704.152(a) (4) to be eligible for a license under this chapter an individual, including an agent designated by a corporation must (4) submit documentary evidence that, in the two years preceding the date a license application is filed, the individual: (A) *has been continuously employed by a person licensed under this chapter for at least one year and for not less than 30 hours per week, excluding annual leave, and has performed duties that encompass all phases of the bonding business;*

10. Have you in the past two (2) years gained at least one (1) year experience in the bail bond business?  YES  NO

If yes, state the name of the company where employed and in what capacity:

Company Name: \_\_\_\_\_ Capacity: \_\_\_\_\_

If yes, attach as documentary evidence completed **Certification of Employment by Licensed Surety** as "Exhibit 10".

Pursuant to Occupations Code Sec. 1704.152(a) (4) to be eligible for a license under this chapter an individual, including an agent designated by a corporation must (4) submit documentary evidence that, in the two years preceding the date a license application is filed, the individual: (B) *completed in person at least eight hours of continuing legal education in criminal law courses or bail bond law courses that are approved by the State Bar of Texas and that are offered by an accredited institution of higher education in the state.*

11. Have you in the past two (2) years completed eight (8) hours of continuing legal education in criminal law courses or bail bond law courses?  YES  NO

If yes, attach as documentary evidence completed **Statement of Courses Attended for Continuing Legal Education** as “Exhibit 11”.

Pursuant to Occupations Code Sec. 1704.154 (b) G) *if the applicant is or has been licensed under this chapter in another county the applicant must submit (i) a list of each county in which the applicant holds a license; and (ii) a statement by the applicant, as of the date of the application, of any final judgments that have been unpaid for more than 30 days and that arose directly or indirectly from a bail bond executed by the applicant as a surety or as an agent for a surety;*

12. Have you ever held or do you currently hold an Agent’s license from another county?  
 YES  NO

If yes, attach completed **Statement of Agent Licensed in Another County** as “Exhibit 12”.

13. Have you ever had an Agent’s license suspended or revoked in this or any other county where you hold a license?  YES  NO

If yes, attach completed **Statement of Agent with License Previously Suspended or Revoked** as “Exhibit 13”.

14. Have you complied with Occupations Code 1704.154 (4) (B) requiring the submission of the applicant's declaration that the applicant will comply with this chapter and the rules adopted by the board?  YES  NO

If yes, attach completed **Statement of Compliance with Bail Bond Act** as “Exhibit 14”.

15. Have you complied with Occupations Code 1704.154 (4) (c) requiring the submission of three letters of recommendation, each from a person who is reputable and has known the applicant or, if the applicant is a corporation, the agent designated by the corporation for at least three (3) years?  YES  NO

If yes, attach completed three (3) **Letters of Recommendation** “Exhibit 15”.

**Acknowledgement**

Signed by applicant on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant for Bail Bond Agent License

STATE OF TEXAS

COUNTY OF JEFFERSON

Before me on this day appeared \_\_\_\_\_, the applicant, who after being duly sworn, stated that all the statements contained in this application or any accompanying document are true.

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

\_\_\_\_\_  
*Notary Public for the State of Texas*

*SEAL*

Exhibit 5

**Certification of Surety Intent to Employ Agent**

I, \_\_\_\_\_, a Surety holding a license issued by the Jefferson County Bail Bond Board, hereby state my intention to employ the herein named applicant as an Agent upon the issuance of this license.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Bail Bond Surety

STATE OF TEXAS

COUNTY OF JEFFERSON

Before me on this day appeared \_\_\_\_\_, Bail Bond Surety, who after being duly sworn, stated that all the statements contained in this application or any accompanying document are true.

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Notary Public for the State of Texas*

*SEAL*

Exhibit 8

**Statement Regarding Felony and Misdemeanor Convictions**

I have been convicted of, or received probation, for the following felony or misdemeanor offenses since August 27, 1973:

Cause No.:	Charge:
Disposition Date:	County and State where filed:

Cause No.:	Charge:
Disposition Date:	County and State where filed:

Cause No.:	Charge:
Disposition Date:	County and State where filed:

Cause No.:	Charge:
Disposition Date:	County and State where filed:

For each charge listed above a copy of the Probation Order and the Order showing the completion of probation are attached.

\_\_\_\_\_  
Signature of Bail Bond Surety License Applicant

Exhibit 10

**Certification of Employment by Licensed Surety**

I hereby certify Surety License Applicant \_\_\_\_\_ has been continuously employed by me, \_\_\_\_\_, a person licensed under this chapter, for at least one year and for not less than 30 hours per week, excluding annual leave, and has performed duties that encompass all phases of the bonding business.

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Licensed Surety

Licensed Surety's Contact Information:

Name: \_\_\_\_\_

Name of Bonding Company: \_\_\_\_\_

Address of Bonding Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Exhibit 11

**Statement of Courses Attended for Continuing Legal Education**

I hereby certify my completion in the past two (2) years of at least eight (8) hours of continuing legal education in criminal law courses or bail bond law courses.

Name of Course: \_\_\_\_\_

Location: \_\_\_\_\_

Copies of the attendance certificates for each course are attached to this statement.

\_\_\_\_\_

Signature of Bail Bond Surety License Applicant

Date signed: \_\_\_\_\_

Exhibit 12

**Statement of Agent Licensed in Another County**

*Pursuant to Occupations Code Sec. 1704.154 (b) G) if the applicant is or has been licensed under this chapter in another county the applicant must submit (i) a list of each county in which the applicant holds a license; and (ii) a statement by the applicant, as of the date of the application, of any final judgments that have been unpaid for more than 30 days and that arose directly or indirectly from a bail bond executed by the applicant as a surety or as an agent for a surety;*

Applicant is currently licensed in another county:

List all counties where currently licensed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant was previously licensed in another county:

List all counties where previously licensed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any final judgments that have been unpaid for more than 30 days and that arose directly or indirectly from a bail bond executed by the applicant as a surety or as an agent for a surety:

If none, enter "Not Applicable": \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Bail Bond Surety License Applicant

Exhibit 13

**Statement of Surety with License Previously Suspended or Revoked**

Applicant has previously had a license suspended or revoked in the following county:

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Name of Business license suspended or revoked: \_\_\_\_\_

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County where business is/was located: \_\_\_\_\_

Description of why license was suspended or revoked: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Bail Bond Surety License Applicant

Exhibit 14

**Statement of Compliance with Bail Bond Act**

I hereby make a statement of my intention to comply with all the requirements of the Bail Bond Act, Texas Occupations Code, Chapter 1704, and all of the rules and regulations of the Jefferson County Bail Bond Board.

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Signature of Applicant for Bail Bond Agent License

Exhibit 15

**Letter of Recommendation**

Letter 1

Jefferson County Bail Bond Board  
1085 Pearl Street  
Beaumont, TX 77701

RE: Recommendation to Issue Bail Bond Agent License

Dear Members of the Board:

I have known \_\_\_\_\_, Applicant for a Bail Bond Agent License, for at least three years. The applicant has a reputation for honesty, truthfulness, fair dealing, and competency.

Therefore please accept my recommendation to the Board to issue the license to the applicant.

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibit 15

**Letter of Recommendation**

Letter 2

Jefferson County Bail Bond Board  
1085 Pearl Street  
Beaumont, TX 77701

RE: Recommendation to Issue Bail Bond Agent License

Dear Members of the Board:

I have known \_\_\_\_\_, Applicant for a Bail Bond Agent License, for at least three years. The applicant has a reputation for honesty, truthfulness, fair dealing, and competency.

Therefore please accept my recommendation to the Board to issue the license to the applicant.

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibit 15

**Letter of Recommendation**

Letter 3

Jefferson County Bail Bond Board  
1085 Pearl Street  
Beaumont, TX 77701

RE: Recommendation to Issue Bail Bond Agent License

Dear Members of the Board:

I have known \_\_\_\_\_, Applicant for a Bail Bond Agent License, for at least three years. The applicant has a reputation for honesty, truthfulness, fair dealing, and competency.

Therefore please accept my recommendation to the Board to issue the license to the applicant.

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibit 16

**Application Checklist**

Exhibit	Description (** Required Items)	Item Submitted with Application	This column for Bail Bond Board Use Only
1	**Application Fee of \$500.00	<input type="checkbox"/>	<input type="checkbox"/>
2	**Photograph of Applicant	<input type="checkbox"/>	<input type="checkbox"/>
3	**Fingerprints of Applicant	<input type="checkbox"/>	<input type="checkbox"/>
4	**Photocopy of Applicant's Driver's License	<input type="checkbox"/>	<input type="checkbox"/>
5	**Certification of Surety Intent to Employ	<input type="checkbox"/>	<input type="checkbox"/>
8	Statement Regarding Felony and Misdemeanor Convictions	<input type="checkbox"/>	<input type="checkbox"/>
9	**Certification of Criminal History Record Information	<input type="checkbox"/>	<input type="checkbox"/>
10	**Certification of Employment by Licensed Surety	<input type="checkbox"/>	<input type="checkbox"/>
11	**Statement of Course Attended for Continuing Legal Education	<input type="checkbox"/>	<input type="checkbox"/>
12	Statement of Surety Licensed in Another County	<input type="checkbox"/>	<input type="checkbox"/>
13	Statement of Surety with License Previously Suspended or Revoked	<input type="checkbox"/>	<input type="checkbox"/>
14	**Statement of Compliance with Bail Bond Act	<input type="checkbox"/>	<input type="checkbox"/>
15	**Letters of Recommendation (3)	<input type="checkbox"/>	<input type="checkbox"/>
16	**Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>