

**JEFFERSON COUNTY BAIL BOND BOARD**  
**APPLICATION FOR SURETY LICENSE UNDER INSURANCE COMPANY**  
**(Corporate 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, leave blank)

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

Pursuant to Jefferson County Bail Bond Board Rule 2, an applicant for a bail bond 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?

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

**Insurance Company Information**

Name of Insurance Company: \_\_\_\_\_

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

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

Phone No: \_\_\_\_\_

**Registered Agent for Insurance Company Information**

Registered Agent for Service: \_\_\_\_\_

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

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

**Agent Information**

Name of Agent for Insurance Company: \_\_\_\_\_

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**

Pursuant to Jefferson Co. Bail Bond Board Local Rule No. 3, where an applicant proposes to do business under an assumed name, proof shall be submitted showing registration of such assumed name with the County Clerk of Jefferson County.

5. Is a Business Name to be used?  YES  NO

If yes, state the name and business address and attach a copy of the **Assumed Name Certificate** as “Exhibit 5”.

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

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

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

**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. Is the executing Agent presently a resident of Jefferson County, Texas?

YES  NO

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

7. Is the executing Agent 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. Has the executing Agent 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. Has the executing Agent 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. Has the executing Agent 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. Has the executing Agent 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. Has the executing Agent or the Corporation ever held or do you currently hold a license from another county?

YES  NO

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

13. Has the executing Agent or the Corporation ever had a bail bond license suspended or revoked in this or any other county where you hold a license?  YES  NO

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

Pursuant to Jefferson County Bail Bond Board Rule 11 (b) *No person shall be licensed who has been found by a Court to be bankrupt or insolvent, who has not been finally discharged from bankruptcy and whose financial obligation to the Board has not been discharged.*

14. Has the executing Agent or the Corporation ever been insolvent or declared bankruptcy?  YES  NO

If yes, attached completed **Statement of Surety Previously Insolvent or Bankrupt** as “Exhibit 14”.

Pursuant to Jefferson County Bail Bond Board Rule 11 (d), no person shall be licensed who has in his or her employ a person who has been finally convicted of a felony offense or a misdemeanor involving moral turpitude in any jurisdiction, unless the employee was subsequently pardoned. 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.

15. Do you have any employees?  YES  NO

If yes, attach completed **Statement Regarding Employees** as “Exhibit 15”.

**Cash Information**

*NOTICE: Pursuant to Occ. Code 1704.160(b) an applicant must pledge as collateral a minimum of \$50,000 in cash, Certificates of Deposit or Cashier's Check or in non-exempt real property. A **W-9 Certificate** and an **Assignment of Security** to the County Treasurer must accompany a Certificate of Deposit.*

16. Do you intend to deposit cash or the cash value of a certificate of deposit or cashier's checks which you intend to place on deposit with the County Treasurer to secure payment of any obligations incurred by you in the bonding business if a license is granted?

YES  NO

If yes, attach completed **Statement of Intent to Deposit Cash as Collateral** as "Exhibit 16".

17. 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 17".

18. 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 18".

*Pursuant to Occupations Code Sec. 1704.152(a) (3) to be eligible for a license under this chapter an individual, including an agent designated by a corporation must possess the financial resources required to comply with Section 1704.160, unless the individual is acting only as agent for a corporation holding a license under this chapter;*

19. Do you possess sufficient financial resources to provide indemnity against loss on all bonding obligations that you will undertake if you are granted a license?

YES  NO

If yes, attach completed sworn **Complete Financial Statement** as "Exhibit 19".

**Affidavit of Executing Agent**

The undersigned executing agent certifies that he/she has read this application and states that the information contained in this application is true and correct, without any material omissions, to the best of his/her knowledge.

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

\_\_\_\_\_  
Signature of executing agent

STATE OF TEXAS

COUNTY OF JEFFERSON

Before me on this day appeared \_\_\_\_\_, the executing agent, who after being duly sworn, stated that all the information contained in this application or any accompanying document is true.

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

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

*SEAL*

**Affidavit of Authorized Corporate Officer**

The undersigned authorized Officer of \_\_\_\_\_, the corporation named in this application, hereby certifies that he/she has read this application and states that the information contained in this application is true and correct, without any material omissions, to the best of his/her knowledge.

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

\_\_\_\_\_  
Signature of authorized Corporate Officer

Name of authorized Corporate Officer: \_\_\_\_\_

Office held: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me on this day appeared \_\_\_\_\_, acting in his/her capacity as \_\_\_\_\_, on behalf of \_\_\_\_\_, a corporation, who after being duly sworn, stated that all the information contained in this application or any accompanying document is true and correct.

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

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

*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 executing Agent

Exhibit 10

**Certification of Employment by Licensed Surety**

I hereby certify the executing Agent, \_\_\_\_\_ 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 executing Agent

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

Exhibit 12

**Statement of Surety 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 executing Agent or authorized Corporate Officer

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 executing Agent or authorized Corporate Officer

Exhibit 14

**Statement of Surety Previously Insolvent or Bankrupt**

**Pursuant to Jefferson County Bail Bond Board Rule 11 (b) *No person shall be licensed who has been found by a Court to be bankrupt or insolvent, who has not been finally discharged from bankruptcy and whose financial obligation to the Board has not been discharged.***

If Applicant has previously been found by a Court to be bankrupt or insolvent, complete the following:

Bankruptcy Court Case No.: \_\_\_\_\_

Name of Court where bankruptcy filed: \_\_\_\_\_

Have bankruptcy proceedings been finally discharged? \_\_\_\_\_

Statement regarding details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of executing Agent or authorized Corporate Officer

**Statement Regarding Employees**

**Pursuant to Jefferson County Bail Bond Board Rule 11 (d), no person shall be licensed who has in his or her employ a person who has been finally convicted of a felony offense or a misdemeanor involving moral turpitude in any jurisdiction, unless the employee was subsequently pardoned. 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.**

Applicant employs the following persons:

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

For each employee named above, a Certification of Criminal History Record Information received from the Texas Department of Public Safety, is attached to this statement.

\_\_\_\_\_  
Signature of executing Agent or authorized Corporate Officer

Exhibit 16

**Statement of Intent to Deposit Cash as Collateral**

In consideration of granting this Bail Bond Surety License and in order to insure payment of all obligations incurred by this corporation due to this license, the Corporation will deposit with the Jefferson County Treasurer the security in the amount as indicated below. Any certificate of deposit, letter of credit, or cashier's checks must be from a federally insured financial institution.

U.S. Currency: \$ \_\_\_\_\_

Cashier's Check: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_

Certificate of Deposit: \$ \_\_\_\_\_ CD No: \_\_\_\_\_

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

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

Exhibit 17

**Statement of Compliance with Bail Bond Act**

Executing Agent's Statement

I, \_\_\_\_\_, executing Agent, 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.

\_\_\_\_\_  
Signature of executing Agent for Corporation

Corporate Officer's Statement

I, \_\_\_\_\_, an authorized officer of \_\_\_\_\_ corporation hereby make a statement of said corporation's 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.

\_\_\_\_\_  
Signature of authorized Corporate Officer

Exhibit 18

**Letter of Recommendation**

Letter 1

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

RE: Recommendation to Issue Bail Bond Corporate Surety License

Dear Members of the Board:

I have known \_\_\_\_\_, executing Agent for a Bail Bond Corporate Surety License, for at least three years. The agent 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 18

**Letter of Recommendation**

Letter 2

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

RE: Recommendation to Issue Bail Bond Corporate Surety License

Dear Members of the Board:

I have known \_\_\_\_\_, executing Agent for a Bail Bond Corporate Surety License, for at least three years. The agent 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 18

**Letter of Recommendation**

Letter 3

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

RE: Recommendation to Issue Bail Bond Corporate Surety License

Dear Members of the Board:

I have known \_\_\_\_\_, Agent for a Bail Bond Corporate Surety License, for at least three years. The agent 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 20

**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	**Copy of Assumed Name Certificate	<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 Surety Previously Insolvent or Bankrupt	<input type="checkbox"/>	<input type="checkbox"/>
15	Statement Regarding Employees	<input type="checkbox"/>	<input type="checkbox"/>
16	Statement of Intent to Deposit Cash as Collateral	<input type="checkbox"/>	<input type="checkbox"/>
17	**Statement of Compliance with Bail Bond Act	<input type="checkbox"/>	<input type="checkbox"/>
18	**Letters of Recommendation (3)	<input type="checkbox"/>	<input type="checkbox"/>
19	**Sworn Financial Statement	<input type="checkbox"/>	<input type="checkbox"/>
20	**Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>