

JEFFERSON COUNTY BAIL BOND BOARD
APPLICATION FOR SURETY 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? _____ 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

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: _____

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. 1704.152(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;*

8. 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 **Personal Financial Statement** as “Exhibit 8”.

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.*

9. 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 9”.

10. 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 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: (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;*

11. 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 11”.

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.*

12. 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 12”.

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;*

13. Have you 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 13”.

14. Have you 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 14”.

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.*

15. Have you ever been insolvent or declared bankruptcy? ____ YES ____ NO

If yes, attached completed **Statement of Surety Previously Insolvent or Bankrupt** as “Exhibit 15”.

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.

16. Do you have any employees? ____ YES ____ NO

If yes, attach completed **Statement Regarding Employees** as “Exhibit 16”.

Real Property Information

NOTICE: If you intend to deposit real property as security, the following requirements must be met pursuant to Occupations Code 1704.155:

REAL PROPERTY LIST. A list of nonexempt real property required under Section 1704.154(b)(3) must, for each parcel listed, include:

- (1) a legal description of the property that would be sufficient to convey the property by general warranty deed;*
- (2) a current statement from each taxing unit authorized to impose taxes on the property showing that there is no outstanding tax lien against the property;*
- (3) at the option of the applicant, either the property's:

 - (A) net value according to a current appraisal made by a real estate appraiser who is a member in good standing of a nationally recognized professional appraiser society or trade organization that has an established code of ethics, educational program, and professional certification program; or*
 - (B) value according to a statement from the county from the county's most recent certified tax appraisal roll;**
- (4) a statement by the applicant that, while the property remains in trust, the applicant:

 - (A) agrees to pay the taxes on the property;*
 - (B) will not further encumber the property unless the applicant notifies the board of the applicant's intent to encumber the property and the board permits the encumbrance; and*
 - (C) agrees to maintain insurance on any improvements on the property against damage or destruction in the full amount of the value claimed for the improvements;**
- (5) a statement of whether the applicant is married; and*
- (6) if the applicant is married, a sworn statement from the applicant's spouse agreeing to transfer to the board, as a part of the trust, any right, title, or interest that the spouse may have in the property.*

17. Do you intend to deposit real property as security for the posting of bonds?

YES NO

If yes, attach completed **Affidavit of Non-Exempt Real Property for Deposit as Collateral** as "Exhibit 17".

18. Are you married? YES NO

If yes, attach completed **Affidavit of Spouse of Bail Bond Surety License Applicant** as "Exhibit 18".

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.*

19. 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 19".

20. 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 20".

21. 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 21".

Acknowledgement

Signed by applicant on this the _____ day of _____, 20_____.

Signature of Applicant for Bail Bond Surety 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 8

Personal Financial Statement

Page 1 of 3

Name:		Business Name:	
Address:		Address:	
City/State:		City/State:	
Phone:		Phone:	

ASSETS

LIABILITIES AND NET WORTH

Cash on hand and in Banks	\$	Current Debt (Credit Cards, accounts)	\$
Certificates of Deposit	\$	Notes payable to Banks –Unsecured	\$
Securities – Stocks, Bonds	\$	Notes payable to Banks-Secured	\$
Notes Receivable from others	\$	Real Estate Mortgages	\$
Cash Value of Life Insurance	\$	Notes Payable to Others	\$
Retirement Funds(IRA’s, 401K)	\$	Other Liabilities (Specify)	\$
Personal Property (auto, jewelry)	\$		\$
Real Estate (Schedule 2)	\$		\$
Other Assets: (Specify)	\$		\$
	\$	Total Liabilities	\$
	\$	Net Worth:	\$
Total Assets:	\$	Total Liabilities and Net Worth	\$

INCOME

EXPENSES

Salary	\$	Mortgage Payments	\$
Bonus and Commissions	\$	Rent/Lease Payments	\$
Dividends	\$	Car Note Payments	\$
Interest	\$	Utilities	\$
Rental/Lease Income	\$	Credit Card Payments	\$
Royalties	\$	Property Taxes	\$
Other Income (specify)	\$	Income Taxes	\$
	\$	Insurance Premiums	\$
	\$	Other Expenses	\$
	\$		\$
	\$	Total Expenses	\$
	\$		\$
Total Income:	\$	Difference Income/Expenses	\$

Exhibit 8

Personal Financial Statement

Real Estate Schedule

Page 2 of 3

Real Estate Exempt from Forced Sale:

Physical Address	Official Public Records File No.	Legal Description	Encumbrance Amount	Appraised Value

Real Estate **NOT EXEMPT** from Forced Sale:

Physical Address	Official Public Records File No.	Legal Description	Encumbrance Amount	Appraised Value

Exhibit 8

Personal Financial Statement

Page 3 of 3

STATE OF TEXAS

COUNTY OF JEFFERSON

SWORN FINANCIAL STATEMENT

I, _____, Applicant for Bail Bond Surety License, swear or affirm under oath that this Sworn Financial Statement contains a complete disclosure of my income, expenses, assets and debt as of the date of my signature. I further swear that the information contained in the Real Estate Schedule, on page 2, is true and correct to the best of my knowledge.

Signature of Applicant for Bail Bond Surety License

Subscribed to and sworn before me this the _____ day of _____, 20_____.

Notary Public in and for the State of Texas

SEAL

Exhibit 9

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 11

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 12

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 13

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 Bail Bond Surety License Applicant

Exhibit 14

Statement of Surety with License Previously Suspended or Revoked

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

Name of Business license suspended or revoked: _____

County where business is/was located: _____

Description of why license was suspended or revoked: _____

Signature of Bail Bond Surety License Applicant

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 Bail Bond Surety License Applicant

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 Bail Bond Surety License Applicant

Exhibit 17

Affidavit of Non-Exempt Real Property for Deposit as Collateral

I, _____, Applicant for a Bail Bond Surety License in Jefferson County, Texas, hereby swear or affirm that the following non-exempt real property is intended to be executed in trust to the Jefferson County Bail Bond Board and while the property remains in trust, I agree to pay the taxes on the property; and

I also swear or affirm any mortgages on the real property being pledged as collateral are enumerated below; and

I also swear or affirm that I will not further encumber the property unless I notify the board of my intent to encumber the property and the board permits the encumbrance; and

I also swear or affirm that I agree to maintain insurance on any improvements on the property against damage or destruction in the full amount of the value claimed for the improvements;

I also swear or affirm my marital status is _____.

For each property listed below a copy of the following is attached to this affidavit.

- *a current tax statement showing no outstanding tax liens or overdue unpaid taxes*
- *proof of insurance for any properties with existing improvements (buildings)*
- *certified appraisal or value according to a statement from the county's most recent certified tax appraisal roll*

List of Real Property to be placed in trust as collateral:

	Physical Address (Include City)	Legal Description	Official Public Records (OPR) File Number of Deed	Mortgage on Property (Yes or No)/ OPR File No. of Deed of Trust
1				
2				
3				
4				
5				

Signature of Applicant for Bail Bond Surety License

STATE OF TEXAS

COUNTY OF JEFFERSON

This instrument was acknowledged before me on the _____ day of _____,
20____, by _____.

Notary Public

SEAL

Exhibit 18

Affidavit of Spouse of Bail Bond Surety License Applicant

I, _____, spouse of Applicant, _____, do hereby swear that I agree to transfer to the Jefferson County Bail Bond Board in trust, as collateral for bail bonds, any right, title or interest that I may have in the non-exempt real property pledged as collateral in the **Affidavit of Non-Exempt Real Property for Deposit as Collateral** executed by my spouse which is attached and made a part of the application to the Jefferson County Bail Bond Board for a Bail Bond Surety License.

Signature of Spouse of Bail Bond Surety License Applicant

STATE OF TEXAS

COUNTY OF JEFFERSON

This instrument was acknowledged before me on the _____ day of _____, 20____, by _____.

Notary Public

SEAL

Exhibit 19

Statement of Intent to Deposit Cash as Collateral

I hereby make a statement of my intention to deposit cash or the cash value of a certificate of deposit or cashier's checks in the amount of \$_____ to be placed on deposit with the County Treasurer to secure payment of any obligations incurred by me in the bonding business if a Bail Bond Surety License is granted to me by the Jefferson County Bail Bond Board.

Signature of Applicant for Bail Bond Surety License

Exhibit 20

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.

Signature of Applicant for Bail Bond Surety License

Exhibit 21

Letter of Recommendation

Letter 1

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

RE: Recommendation to Issue Bail Bond Surety License

Dear Members of the Board:

I have known _____, Applicant for a Bail Bond Surety 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 21

Letter of Recommendation

Letter 2

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

RE: Recommendation to Issue Bail Bond Surety License

Dear Members of the Board:

I have known _____, Applicant for a Bail Bond Surety 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 21

Letter of Recommendation

Letter 3

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

RE: Recommendation to Issue Bail Bond Surety License

Dear Members of the Board:

I have known _____, Applicant for a Bail Bond Surety 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 22

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	**Personal Financial Statement	<input type="checkbox"/>	<input type="checkbox"/>
9	Statement Regarding Felony and Misdemeanor Convictions	<input type="checkbox"/>	<input type="checkbox"/>
10	**Certification of Criminal History Record Information	<input type="checkbox"/>	<input type="checkbox"/>
11	**Certification of Employment by Licensed Surety	<input type="checkbox"/>	<input type="checkbox"/>
12	**Statement of Course Attended for Continuing Legal Education	<input type="checkbox"/>	<input type="checkbox"/>
13	Statement of Surety Licensed in Another County	<input type="checkbox"/>	<input type="checkbox"/>
14	Statement of Surety with License Previously Suspended or Revoked	<input type="checkbox"/>	<input type="checkbox"/>
15	Statement of Surety Previously Insolvent or Bankrupt	<input type="checkbox"/>	<input type="checkbox"/>
16	Statement Regarding Employees	<input type="checkbox"/>	<input type="checkbox"/>
17	Affidavit of Non-Exempt Real Property for Deposit as Collateral	<input type="checkbox"/>	<input type="checkbox"/>
18	Affidavit of Spouse of Bail Bond Surety License Applicant	<input type="checkbox"/>	<input type="checkbox"/>
19	Statement of Intent to Deposit Cash as Collateral	<input type="checkbox"/>	<input type="checkbox"/>
20	**Statement of Compliance with bail Bond Act	<input type="checkbox"/>	<input type="checkbox"/>
21	**Letters of Recommendation (3)	<input type="checkbox"/>	<input type="checkbox"/>
22	**Application Checklist	<input type="checkbox"/>	<input type="checkbox"/>