

All questions on the below application must be answered before submission to the Bail Bond Board for consideration or the application will not be place on the Agenda. If an attachment is required, you must use the example provided with your application packet. **All attachments must be keyed to the corresponding number on the application and attached in numerical order after page 10.**

Bexar County Bail Bond Board	§	DO NOT WRITE IN THIS SPACE
	§	
Application for an Individual Bail	§	License # _____
Bond License	§	Issued: _____
	§	Denied: _____
Date: _____	§	Security Deposit Filed: _____
	§	License Fee Paid: _____
Bexar County SID #: _____	§	Expiration Date: _____

1. Name of Applicant: _____
 Date of Birth: _____
 Home Address: _____
 Length of Residence in Texas: _____

2. A. Name of Bail Bond Business: _____

B. Assumed Name Certificate required if in other than Applicant's Name.
 However,

C. If this is a renewal application and your Assumed Name Certificate is less than 10 years old, provide the following:

1. Assumed Name Certificate Number: _____

2. Date Assumed Name Certificate filed in office of the Bexar County Clerk _____

(Attached after page 10 of the application in numerical order)

D. Bail Bond Business Street address, city, and zip code.
 (Where business is to be conducted): _____

E. Business phone: _____

3. Will any other business be conducted on the same premises as the Bail Bond Business?

YES:

NO:

(If affirmative, furnish the following information)

1.

C. Name: _____ Date of Birth: _____
Home street address: _____

D. Name: _____ Date of Birth: _____
Home street address: _____

E. Name: _____ Date of Birth: _____
Home street address: _____

(Use separate sheet for additional employees and attached after page 10 of the application in numerical order).

7. Are you involved in any civil litigation (other than Bail Bond Forfeitures) at this time?

YES:

NO:

(If affirmative, furnish the following information)

Cause Number: _____ Date of Filing: _____
Briefly describe the nature of such litigation: _____

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Briefly describe the nature of such litigation: _____

(Use additional sheet as necessary and attached after page 10 of the application in numerical order).

8. Have you ever been, or has any Bail Bond Organization with which you were associated as an Officer, Partner, Owner, Agent, Employee or otherwise, been involved in any voluntary or involuntary bankruptcy, receivership or insolvency proceedings?

YES:

NO:

(If affirmative, furnish the following information)

Name of Organization: _____
Cause Number: _____
Nature of Litigation: _____

9. Have you or any of your employees ever been convicted of a criminal offense other than for Traffic Violations?

YES:

NO:

(If affirmative, furnish the following details)

A. Name: _____ Offense: _____
 Date of Offense: _____ State in which convicted: _____
 Cause no. _____ Disposition: _____

B. Name: _____ Offense: _____
 Date of Offense: _____ State in which convicted: _____
 Cause no. _____ Disposition: _____

(Use additional sheet as necessary and attach after page 10 of the application in numerical order).

10. Cash on hand in Banks, Savings and Loans, etc. on the first day of the month in which the application is made.

	<u>Name of Institution</u>	<u>Address of Institution</u>	<u>Type of Account</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

	<u>Names of Persons</u>	<u>Pledged Yes/No?</u>	<u>Cash Balance</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

I have no other cash on hand in Banks, Savings and Loan Associations or any other Institutions other than those listed here on:

11. List of Stocks and Bonds, United States and other Government Securities owned by Applicant.

	<u>No. of Shares</u>	<u>Issuing Company and Address</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Fair market Value

Registered in Name of:

- | | | |
|----|-------|-------|
| 1) | _____ | _____ |
| 2) | _____ | _____ |
| 3) | _____ | _____ |
| 4) | _____ | _____ |
| 5) | _____ | _____ |

Pledged Yes/No

- | | |
|----|-------|
| 1) | _____ |
| 2) | _____ |
| 3) | _____ |
| 4) | _____ |
| 5) | _____ |

If pledged, to whom and for what?

- | | |
|----|-------|
| 1) | _____ |
| 2) | _____ |
| 3) | _____ |
| 4) | _____ |
| 5) | _____ |

(Use additional sheet as necessary and attached after page 10 of the application in numerical order).

12. Life Insurance:

YES: NO:

(If affirmative, furnish the following details)

Person Insured

Insurance Company and address

- | | | |
|----|-------|-------|
| 1) | _____ | _____ |
| 2) | _____ | _____ |
| 3) | _____ | _____ |
| 4) | _____ | _____ |
| 5) | _____ | _____ |

Policy #

Beneficiary

Face Amount

- | | | | |
|----|-------|-------|-------|
| 1) | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ |
| 4) | _____ | _____ | _____ |
| 5) | _____ | _____ | _____ |

16. Do you have any unsatisfied Judgments of any kind pending against you?

YES: NO:

(If affirmative, furnish the following information)

	<u>County</u>	<u>Cause Number</u>	<u>Defendant's Name</u>	<u>Date of Judgment</u>	<u>Amount of Judgment</u>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____

(Use separate sheet for additional judgments and attach after Page 10 of the application in numerical order)

The examples provided with your packet Must be used to complete the following requirements of the application.

17. Provide a complete sworn financial statement covering all Business and Personal Finances.

(Examples provided at Attachment A)

18. This application must be accompanied by:

A. Letters of Recommendation (Obtain forms from Bail Bond Board Administrator) from at least three reputable persons who have known the applicant for at least three (3) years. Each letter shall recommend the applicant as having a reputation of Honesty, Trustfulness, Fair Dealing, Competency and recommend the License are granted. Letter requirements apply both to employees as well as Applicants/ Agents, and must have the signature printed name, address and telephone number of the person making the recommendation.

**(Board approved forms are available from the Bail Bond Board Administrator)
(Enclose as Attachment B and C)**

B. If the Applicant has been licensed under Chapter 1704, Occupations Code, Sept. 1999, in any other County, the application shall be accompanied by a letter from each appropriate Bail Bond Board or Sheriff stating whether or not the Applicant is in Good Standing in that County.

(Enclose as Attachment D)

19. Attach to the application a **CASHIER'S CHECK**, made payable to the Bexar County Clerk in the amount of Five Hundred Dollars (\$500.00) as an application fee.

(Enclose as Attachment E)

20. Attach to the application two (2) passport type color photographs of the Applicant/ Agent and each employee who will process the giving or making of Bail Bonds.

(Enclose as Attachment F)

21. Each Applicant or Employee of the Applicant who will process the giving or making of bail bonds shall have their fingerprints taken and a criminal background check run by the Texas Department of Public Safety. *(Instructions are available with the Bail Bond Board Administrator).*

(Enclose as Attachment G)

(If this is a renewal application see Bail Bond Board Administrator 31 days prior to license expiration date)

22. List, each on a separate sheet, all non-exempt real estate owned by the applicant that the owned by the applicant that the applicant intends to convey in trust, to the state (Bexar County Bail Bond Board, Trustee) to secure payment of any obligations incurred by the Applicant in the bonding business.

(Example provided at attachment H)

23. A. Current statements from each taxing unit with power to assess or collect taxes against the property indicating that there are no outstanding tax liens against the property.

(Example provided at attachment I)

- B. The net value of the non-exempt property according to the 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.

(Example provided at attachment J)

(If this is a renewal application, and a new appraisal was submitted not more that 48 months ago and approved by the Board 31 day prior to expiration of your present license, acquire the appraisal on file with the Bail Bond Board Administrator, and include as an attachment to your renewal application)

- C. A sworn statement from the applicant agreeing to keep all taxes paid on the property while it remains in trust.

(Example provided at attachment K)

24. A sworn statement from the Applicant not to further encumber the property after conveying it in trust to the State without first notifying and obtaining permission from the Bexar County Bail Bond Board, Trustee.

(Example provided at attachment L)

25. A sworn statement from the Applicant agreeing to insure and keep current the insurance on any improvements on the non-exempt property against any amount of the value claimed for the improvements.

(Example provided at attachment M)

26. A sworn statement:
A. Indication whether the Applicant is married.

(Example provided at attachment N)

- B. If Applicant is married, attach a sworn statement from the spouse agreeing to transfer to the State (Bexar County Bail Bond Board, Trustee) as a part of the trust, the property being used as security for making bail bonds.

(Example provided at attachment O)

27. A sworn statement indicating the cash value of any certificate of deposit or cashier's check which the applicant intends to place on deposit with the County Clerk/Treasurer to secure payment of any obligations incurred by the Applicant in the bonding business.

(Example provided at attachment P)

28. A sworn declaration from the Applicant that he/she will comply with the provisions of Chapter 1704, Occupations Code, and the rules prescribed by the Bexar County Bail Bond Board.

(Example provided at attachment Q)

29. Upon notice from the Bexar County Bail Bond Board that the application has been tentatively approved, the applicant shall then:

- A. Deposit with Bexar County Clerk/Treasurer, on a deposit warrant supplied by the Bexar County Clerk/Treasurer, a cashier's check made payable to the Bexar County Clerk/Treasurer, or a certificate of deposit made payable so that the Bexar County Clerk/Treasurer/Auditor is required to be present for payment, but in no event for less than Fifty Thousand Dollars (\$50,000.00) to be held in bail security fund, or:

(Example provided at attachment R)

- B. Together with spouse execute in trust to the State of Texas (Bexar County Bail Bond Board, Trustee), a deed of trust for each parcel of non-exempt real property, which property shall be valued at the amount indicated on an appraisal by a qualified appraiser (qualifications listed at 23B) of the County in which the property is located, but in no less than Fifty Thousand (\$50,000.00) total valuation for all properties. The condition of the trust being that the property may be sold to satisfy any final judgment of forfeiture that may be made for bonds on which the licensee is surety after such notice upon such conditions as required by the Code of Criminal Procedure, in bond forfeiture cases. The deeds of trust are to be filed and recorded in the records of each County in which the property is located, and the applicant and the applicant shall pay the filing fee.

(Form provided with your packet at attachment S)

