

**CORPORATE APPLICATION FOR LICENSE TO WRITE BAIL BONDS
IN TRAVIS COUNTY, TEXAS**

[Pursuant to Texas Occupations Code, Chapter 1704 (Vernon 2007) ("the Code") and the Rules and Regulations of the Travis County Bail Bond Board]

DATE OF APPLICATION: _____ CIRCLE ONE: ORIGINAL/RENEWAL

LICENSEE: _____ LICENSE NO.(FOR RENEWAL): _____

BONDING AGENT: _____

D/B/A: _____ EXPIRATION OF LICENSE: _____
(FOR RENEWAL)

**CHECKLIST OF DOCUMENTS REQUIRED AT TIME OF SUBMITTING
APPLICATION**
(RENEWAL APPLICANTS OMIT DOCUMENTS MARKED WITH “*”)

1. COMPLETED APPLICATION FORM (a separate Corporate Application must be filed for each bonding agent that the corporation designates in Travis County).
2. \$500.00 FILING FEE, IN THE FORM OF A CASHIER’S CHECK, CERTIFIED CHECK, OR MONEY ORDER, MADE PAYABLE TO TRAVIS COUNTY.
3. COPY OF THE CERTIFICATE OF AUTHORITY FROM THE TEXAS STATE BOARD OF INSURANCE REFLECTING THAT THE CORPORATION IS AUTHORIZED TO CONDUCT BUSINESS IN THE STATE AND IS QUALIFIED TO WRITE FIDELITY, WARRANTY, AND SURETY BONDS.
4. CURRENT, COMPLETE, SWORN FINANCIAL STATEMENT THAT COMPLIES WITH THE REGULATIONS OF THE TRAVIS COUNTY BAIL BOND BOARD, AND SUPPORTING DOCUMENTATION.
5. COPY OF THE POWER OF ATTORNEY APPOINTING BONDING AGENT FOR WHOM APPLICATION IS MADE TO ACT ON BEHALF OF THE CORPORATE APPLICANT (ORIGINAL TO BE FILED WITH TRAVIS COUNTY CLERK).
6. COPY OF ASSUMED NAME CERTIFICATE, IF ANY, THE ORIGINAL OF WHICH HAS BEEN FILED WITH THE TRAVIS COUNTY CLERK’S OFFICE.
7. THREE (3) LETTERS OF RECOMMENDATION FOR THE BONDING AGENT FOR WHOM APPLICATION IS MADE. LETTERS MUST:

- A. BE WRITTEN WITHIN 30 DAYS BEFORE APPLICATION SUBMISSION DATE;
 - B. BE WRITTEN ON BEHALF OF BONDING AGENT BY PERSONS WHO ARE REPUTABLE AND HAVE KNOWN AGENT FOR AT LEAST THREE (3) YEARS;
 - C. BE WRITTEN ON RECOMMENDER'S LETTERHEAD, INCLUDING ALL PERTINENT TITLE, POSITION, AND CONTACT INFORMATION;
 - D. STATE THAT THE AGENT HAS REPUTATION FOR HONESTY, TRUTHFULNESS, FAIR DEALING, AND COMPETENCE; AND
 - E. RECOMMEND THAT THE BAIL BOND LICENSE UNDER WHICH THE AGENT WILL OPERATE BE GRANTED.
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- 8. PHOTOGRAPH OF BONDING AGENT (SHERIFF'S DEPARTMENT WILL TAKE PICTURES).*
 - 9. FULL SET OF FINGERPRINTS OF BONDING AGENT (SHERIFF'S DEPARTMENT WILL TAKE PRINTS).*
 - 10. SIGNATURE CARD OF BONDING AGENT (SHERIFF'S DEPARTMENT WILL SUPPLY CARDS).*
 - 11. LIST OF ALL OUTSTANDING BONDS AND OUTSTANDING BOND FORFEITURES FOR BONDING AGENT IN TRAVIS COUNTY (FOR RENEWAL APPLICATIONS ONLY).
 - 12. ANY ADDITIONAL PAGES NECESSARY TO PROVIDE INFORMATION REQUIRED BY THE CODE OR THIS APPLICATION.
 - 13. DPS CRIMINAL HISTORIES FOR APPLICANT AND ALL EMPLOYEES (ORIGINAL ONLY, NO COPIES REQUIRED, AS THESE WILL NOT BE DISTRIBUTED).
 - 14. FIFTEEN (15) COPIES OF ALL OF THE ABOVE (EXCEPT CRIMINAL HISTORIES AND FEE) SUBMITTED TO THE BAIL BOND BOARD SECRETARY OR APPLICANT MAY SUBMIT ORIGINALS OF ALL DOCUMENTS PLUS ONE ELECTRONIC COPY OF ALL DOCUMENTS EXCEPT CRIMINAL HISTORIES AND FEE. PLEASE REDACT ALL SOCIAL SECURITY NUMBERS AND DRIVER'S LICENSE NUMBERS FROM ELECTRONIC COPY.

**ALL REQUIRED DOCUMENTS MUST BE TURNED IN WITH THIS APPLICATION.
NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

**CHECKLIST OF DOCUMENTS REQUIRED WITHIN NINETY (90) DAYS AFTER
CONDITIONAL APPROVAL OF APPLICATION**

CORPORATE APPLICANT MUST SUBMIT ONE OF THE FOLLOWING:

- A. CERTIFIED CHECK FROM A FEDERALLY INSURED FINANCIAL INSTITUTION IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000.00), MADE PAYABLE TO THE TRAVIS COUNTY TREASURER FOR THE BENEFIT OF APPLICANT.

- B. CERTIFICATE OF DEPOSIT FROM A FEDERALLY INSURED FINANCIAL INSTITUTION IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000.00), MADE PAYABLE TO THE TRAVIS COUNTY TREASURER FOR THE BENEFIT OF APPLICANT.

- C. UNITED STATES CURRENCY IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000.00).

THIS SECTION FOR BOARD USE ONLY

DATE AND TIME RECEIVED BY BOARD'S SECRETARY: _____

RECEIVED BY: _____

CHECKED BY: _____

FEE RECEIVED: \$ _____

1. NAME OF CORPORATE APPLICANT:

2. CORPORATE APPLICANT'S PRINCIPAL PLACE OF BUSINESS:

Telephone: _____

Fax: _____

Contact Person Name: _____

Contact Person Telephone: _____

3. CORPORATE APPLICANT'S REGISTERED AGENT FOR SERVICE:

Address: _____

Telephone: _____

Fax: _____

4. NAME OF CORPORATE APPLICANT'S BONDING AGENT FOR THIS APPLICATION:

5. NAME UNDER WHICH BONDING AGENT WILL CONDUCT BUSINESS:

6. BONDING AGENT'S BUSINESS ADDRESS (Street Address in Travis County):

Office telephone (please list ALL telephone numbers)

Mobile phone or pager: _____

Fax: _____

E-mail: _____

Website: _____

7. List the name, address, and title of each officer and director of the Corporate Applicant:

Name	Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Is *Corporate Applicant* licensed as a bail bond surety in another county?

YES* _____ NO _____

*If the answer is YES, the following items must be attached to this application:

- (a) a list of each county in which Corporate Applicant holds a bail bond surety license, including names of Bonding Agents and businesses; and
- (b) a list of all unpaid final judgments more than 30 days old against Corporate Applicant

Applicant, including county holding judgment, principal defendant's name, bond forfeiture cause number, amount of judgment, and date of judgment; **OR** a statement by the Corporate Applicant that, as of the date of the application, Corporate Applicant has no final judgments of forfeiture against it that have been unpaid for more than 30 days.

9. Is *Bonding Agent* licensed as a bail bond surety in another county?

YES* _____ NO _____

*If the answer is YES, the following items must be attached to this application:

(a) a list of each county in which Bonding Agent holds a bail bond surety license, including the names of the Bonding Agent's businesses; and

(b) a list of all final judgments more than 30 days old pending against Bonding Agent, including county holding judgment, principal defendant's name, bond forfeiture cause number, amount of judgment, and date of judgment; **OR** a statement by the Bonding Agent that, as of the date of the application, Bonding Agent has no final judgments of forfeiture that have been unpaid for more than 30 days and that arose directly or indirectly from any bond executed by the agent as a surety or as an agent for a surety.

10. Has *Corporate Applicant* been denied a license or had a license suspended or revoked in Travis County, Texas, or any other county in Texas in the past 12 months?

YES* _____ NO _____

*If the answer is YES, please explain:

11. Has *Bonding Agent* been denied a license or had a license suspended or revoked in Travis County, Texas, or any other county in Texas in the past 12 months?

YES* _____ NO _____

*If the answer is YES, please explain:

12. Has Corporate Applicant or any principal, agent (including the Bonding Agent named in #4 above), or employee of the corporation ever been licensed to write bail bonds in Travis County?

YES* _____ NO _____

*If the answer is YES, what are the names and addresses of those Bonding Agents, including the names of their businesses?

LICENSE HOLDER	NAME OF AGENT/BUS.	ADDRESS	LIC. NUMBER
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13. Has Bonding Agent ever been licensed to write bail bonds in Travis County?

YES* _____ NO _____

*If the answer is YES, provide the following information for each company operated by the Bonding Agent (please attach additional pages as necessary):

A. Active Bonds

(1) On how many active bonds does Bonding Agent appear as surety at this time?

(2) What is the total value of those active bonds? _____

(3) On a separate sheet of paper please list all of Bonding Agent's active bonds, including criminal cause number, defendant's name, and bond amount.

B. Bond Forfeitures

(1) On how many, if any, bail bonds, does Bonding Agent appear that are currently in "bond forfeiture" status? _____

(2) What is the total value of those bonds in "bond forfeiture" status? _____

(3) On a separate sheet of paper, please list all bonds that are currently in "bond forfeiture" status, including criminal cause number, bond forfeiture cause number (if applicable), defendant's name, bond amount, and date of bond forfeiture.

C. Unsatisfied Judgments

(1) How many, if any, unpaid final judgments does Bonding Agent have against them as surety on a bail bond at this time? _____

(2) What is the total value of these judgments? _____

(3) On a separate sheet of paper, please list all unpaid final judgments, including criminal cause number, bond forfeiture cause number, amount of judgment, and date of judgment.

(4) Has Bonding Agent deposited cash or a supersedeas bond in the amount of any of these final judgments with the court pending a ruling on a timely filed motion for new trial or an appeal? _____

14. Does *Corporate Applicant* have any unpaid judgments more than 31 days old in Texas at this time?

YES* _____ NO _____

*If the answer is YES, on a separate sheet of paper, please provide criminal cause number, bond forfeiture cause number, defendant's name, date of the judgment, and amount of the judgment.

15. How long has *Corporate Applicant* been engaged in the bail bond business?

16. Information regarding Bonding Agent named in #4 above:

a. Bonding Agent's date of birth: _____

b. Bonding Agent's age: _____

c. Bonding Agent's place of birth: _____

d. Bonding Agent's driver's license or I.D. card number: _____

e. Bonding Agent's social security number: _____

f. Bonding Agent's residence address: _____

Telephone: _____

g. Is Bonding Agent a resident of Texas?

YES _____ NO _____

h. Is Bonding Agent a United States citizen?

YES _____ NO _____

- i. How long has Bonding Agent been engaged in the bail bond business? _____
- j. In the two years preceding the date of this application, does Bonding Agent have at least one year of continuous work experience in the bail bond business?

YES* _____ NO _____

*If the answer is YES, please provide the following information (attach additional pages if necessary):

Name of Bail Bond Business: _____

Dates of Employment: _____

Job Title: _____

Address of Bail Bond Business: _____

Phone Number of Bail Bond Business: _____

Supervisor: _____

Name of Bail Bond Business: _____

Dates of Employment: _____

Job Title: _____

Address of Bail Bond Business: _____

Phone Number of Bail Bond Business: _____

Supervisor: _____

- k. In the two years preceding the date of this application, has Bonding Agent completed at least eight (8) hours of continuing legal education in criminal law or bail bond law courses that are approved by the State Bar of Texas and that are offered by an institution of higher education accredited by the state?

YES* _____ NO _____

*If the answer is YES, please provide the following information (attach additional pages if necessary) and attach supporting documentation to verify attendance:

Name of Course Taken: _____

Date of Course: _____

Hours of Credit Received: _____

Name of Course Taken: _____

Date of Course: _____

Hours of Credit Received: _____

1. Please list all current employees of Bonding Agent and include position and date of birth for each:

EMPLOYEE'S LEGAL NAME	POSITION	DOB
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

m. Has the Bonding Agent or any of Bonding Agent's proposed employees or Agents ever been convicted of any misdemeanor involving moral turpitude or any felony offense in any court in this state or any other state or of the federal government, OR does Bonding Agent have any criminal charges of any nature pending? Check one of the following:

YES* _____ NO _____

*If the answer is YES, give date, name of person convicted or charged, offense, city and state, and disposition of the case (attach additional pages if necessary):

n. Is Bonding Agent involved in any civil litigation at this time, or has Bonding Agent been involved in any civil litigation during the past five (5) years?

YES* _____ NO _____

*If the answer is YES, give details:

17. *Corporate Applicant* intends to satisfy the \$50,000 collateral requirement to secure payment of any obligations incurred by the Applicant in the Bonding business if the license is granted, pursuant to §1704.160 of the Code in the following manner:

- _____ \$50,000.00 (Fifty Thousand Dollars) in cash to be deposited with the Travis County Treasurer.
- _____ Certificate of Deposit in the amount of \$50,000.00 (Fifty Thousand Dollars) to the Travis County Treasurer.
- _____ Cashier's Check in the amount of \$50,000.00 (Fifty Thousand Dollars), made payable to the Travis County Treasurer.

18. Corporate Applicant and Bonding Agent affirm that in the event that **ANY INFORMATION** (including but not limited to a change of address, telephone number, fax number, email address, website address, the names of the employees working for the Bonding Agent, and/or the name and address of the Corporate Applicant's registered agent for service) provided on this application form should cease to be true and correct with regard to the corporation making the application or its agent, the corrected information will be provided in writing to the Secretary of the Travis County Bail Bond Board within seven (7) days of the date that such information changes. Applicant further affirms that for any new employee, a DPS criminal history for each new employee will be provided to the Secretary of the Travis County Bail Bond Board, and that the employee will not be permitted to work in any aspect of the Applicant's bonding business until such criminal history is reviewed by the Board's counsel to ensure that the requirements of the Texas Occupations Code and the Travis County Bail Bond Board's Rules and Regulations are met.

I, _____, authorized representative of *Corporate Applicant*, do declare that Corporate Applicant and any person(s) in its employ will comply with all provisions of Texas Occupations Code, Chapter 1704 (Vernon 2007), formerly Tex. Rev. Civ. Stat. Ann. art. 2372p-3; with all other statutes regulating any phase of the bail bonding business in the state and county; and with the Rules and Regulations of the Travis County Bail Bond Board.

Corporate Applicant makes each of the foregoing statements, together with each statement in each enclosure hereto, for the purpose of inducing the Travis County Bail Bond Board, Travis County, Texas, to issue to it a license to act as a bail bond surety in the courts of Travis County, Texas, well knowing and understanding that any representation herein and therein which is not true and correct, or any misrepresentation or omission which causes the same not to truly and accurately demonstrate Corporate Applicant's financial responsibility as a licensed surety in said courts, may result in the denial of said license, the denial of any renewal thereof, or in the revocation thereof should same be granted under this application.

Authorized Corporate Representative of
CORPORATE APPLICANT

DATE

Capacity: _____

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and attachments, who having been by me duly sworn, deposes and says that he signed the same in the capacity therein expressed, for the purposes and considerations expressed, and, further, that to his actual knowledge every statement contained therein together with all enclosures thereto, is true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____,
20__ .

Notary Public in and for
THE STATE OF TEXAS
My Commission Expires:

I, _____, as *Bonding Agent* for whom application is made to act on behalf of Corporate Applicant, do declare that I and any person(s) in my employ will comply with all provisions of Texas Occupations Code, Chapter 1704 (Vernon 2007), formerly Tex. Rev. Civ. Stat. Ann. art. 2372p-3; with all other statutes regulating any phase of the bail bonding business in the state and county; and with the Rules and Regulations of the Travis County Bail Bond Board.

Bonding Agent for whom application is made to act on behalf of Corporate Applicant makes each of the foregoing statements, together with each statement in each enclosure hereto, for the purpose of inducing the Travis County Bail Bond Board, Travis County, Texas, to issue to Corporate Applicant a license to act as a bail bond surety in the courts of Travis County, Texas, well knowing and understanding that any representation herein and therein which is not true and correct, or any misrepresentation or omission which causes the same not to truly and accurately demonstrate Corporate Applicant's financial responsibility as a licensed surety in said courts, may result in the denial of said license, the denial of any renewal thereof, or in the revocation thereof should same be granted under this application.

BONDING AGENT
for whom application is made

DATE

STATE OF TEXAS §
COUNTY OF TRAVIS §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and attachments, who having been by me duly sworn, deposes and says that he signed the same in the capacity therein expressed, for the purposes and considerations expressed, and, further, that to his actual knowledge every statement contained therein together with all enclosures thereto, is true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____,
20__ .

Notary Public in and for
THE STATE OF TEXAS
My Commission Expires:

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Travis County Bail Bond Board whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of financial or credit institutions, including but not limited to records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest and any additional records of information pertinent to my application for licensing as a bail bondsman or agent of a bail bonds company.

I understand that any information obtained during a background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for licensing as a bail bondsman or agent of a bail bond company. I also certify that any person(s) who may furnish such information concerning me shall **NOT** be held accountable for giving this information; and I do hereby **RELEASE** said person(s) from any and all liability which may be incurred as a result of furnishing such information.

I understand that information received from all sources will be kept confidential and may not be released to either myself or any personnel not involved in the licensing process.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Bonding Agent for the Corporate Applicant
DBA _____

Address:

DOB:

SSN:

Phone:

SUBSCRIBED AND SWORN TO before me by the said _____, on this ____ day of _____, 20____, to certify which witness my hand and seal of office.

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

My Commission expires:_____