



INDIVIDUAL APPLICATION FOR TRAVIS COUNTY BAIL BOND LICENSE

DATE OF APPLICATION: _____

LICENSEE: _____

D/B/A: _____

FOR RENEWAL ONLY:

ORIGINAL LICENSE DATE: _____

LICENSE NO. : _____

EXPIRATION DATE OF LICENSE: _____

**SUBMIT THE ORIGINAL APPLICATION TO:
Travis County Bail Bond Board
Vickie Riojas, Bail Bond Board Secretary
Executive Office Building
411 W. 13th Street, Room 601
Austin, Texas 78701**

SECTION I:
CHECKLIST OF DOCUMENTS REQUIRED
AT TIME OF SUBMITTING APPLICATION

1. One original completed application and all accompanying 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.**
2. \$500.00 non-refundable filing fee, in the form of a cashier's check, certified check, or money order, made payable to Travis County.
3. Current, complete, sworn financial statement using form attached to application.
4. Current, complete, sworn financial statement that complies with the regulations of the Travis County Bail Bond Board and supporting documentation.
5. Copy of assumed name certificate, if any, the original of which has been filed with the Travis County Clerk's Office.
6. Three (3) letters of recommendation for the Applicant for whom application is made. Letters must comply with the requirements listed in Texas Occupations Code § 1704.154.
7. Current photograph of Applicant (taken within six months of the filing of this application) or copy of driver's license.
8. Full set of fingerprints of Applicant for new applications only, to be taken by the Travis County Sheriff's Office, anyone designated by the sheriff, or by any other law enforcement agency. (*Original Applicants only*)
9. List of all outstanding bonds and outstanding bond forfeitures in Travis County. (*Renewal Applicants only*).
10. Documentation verifying completion of at least eight (8) hours of continuing legal education in criminal law or bail bond law courses.
11. Authorization for release of personal information executed by Applicant using Form attached.
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).

**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**

1. If Applicant intends to secure Applicant's license with non-exempt real property, Applicant must submit all of the following:
 - A. General warranty deed conveying the property in trust to the Travis County Bail Bond Board;
 - B. Legal description;
 - C. Current statements from each taxing unit showing that there are no outstanding tax liens;
 - D. Valuation of the property;
 - E. Statement agreeing to pay all taxes on the property, not to further encumber the property without notification to and permission of the board, and to maintain insurance in the full amount of the value of the improvements on the property;
 - F. Copy of insurance policy on improvements; and
 - G. Sworn agreement by Applicant's spouse to transfer all the spouse's interest in the property, or statement that Applicant is not married.

2. If Applicant intends to secure their license with cash or a certificate of deposit, 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) or more, 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) or more, made payable to the Travis County Treasurer for the benefit of Applicant;
or
 - C. United states currency in the amount of fifty thousand dollars (\$50,000.00) or more.

SECTION II

1. APPLICANT'S NAME: _____
2. DATE OF BIRTH: _____
3. AGE: _____
4. PLACE OF BIRTH: _____
5. DRIVER'S LICENSE OR ID CARD NUMBER : _____
6. S.S.N.: _____
7. RESIDENCE ADDRESS: _____

Telephone: _____

8. NAME UNDER WHICH BUSINESS WILL BE CONDUCTED:

9. BUSINESS STREET ADDRESS:

Office Telephone (Please list ALL telephone numbers):

FAX Number(s): _____

Cell Phone: _____

E-mail: _____

Website: _____

11. BUSINESS MAILING ADDRESS (If different than street address):

12. Are you a resident of Texas?

YES _____ NO _____

13. Are you a United States citizen?

YES _____ NO _____

14. If the application is approved, the Applicant intends to satisfy the requirement to provide collateral to secure payment of any obligations incurred by the Applicant in the bonding business pursuant to §1704.160 of the Code in the following manner:

_____ By depositing cash in the amount of \$ _____
(at least \$50,000.00) with the Travis County Treasurer.

_____ By assigning certificate(s) of deposit in the amount of \$ _____
(at least \$50,000.00) to the Travis County Treasurer.

_____ By delivering a cashier's check in the amount of \$ _____
(at least \$50,000.00) to the Travis County Treasurer.

_____ By conveying non-exempt real estate owned by Applicant by general warranty deed, in trust, to the Travis County Bail Bond Board. If non-exempt real property owned by Applicant is to be conveyed in trust to the board, any conveyance of property to the board must comply with the provisions of §§1704.155 and 1704.160 of the Code, and the following must be included for a legal description sufficient to convey the property by general every parcel listed:

- A. a legal description sufficient to convey the property by general warranty deed;
- B. current statements from each taxing unit authorized to impose taxes on the property showing that there are no outstanding tax liens against the property;
- C. a valuation of the property either by:

1. 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
 2. value according to a statement from the county's most recent certified tax appraisal roll;
- D. a statement by the Applicant that, while the property remains in trust, the Applicant;
1. agrees to pay the taxes on the property;
 2. agrees not to further encumber the property without notifying and obtaining permission from the Travis County Bail Bond Board; and
 3. agrees to maintain insurance without interruption on any improvements on the property against damage or destruction in the full amount of the value claimed for the improvements (attach copy of insurance policy);
- E. A statement of whether the Applicant is married; and
- F. If the Applicant is married, a sworn statement from the Applicant's spouse agreeing to transfer to the board, as part of the trust, any right, title, or interest that the spouse may have in the property.

15. Are you licensed as a bail bond surety in another county?

YES* _____ NO _____

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

- A. a list of each county in which you hold a bail bond surety license; and
- B. a statement, as of the date of this application, of any final judgments that have been unpaid for more than 31 days and that arose directly or indirectly

from a bail bond executed by you as a surety or as an agent for a surety.

16. Have you 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 YES, please explain on a separate sheet of paper attached to this application.

17. Have you ever been licensed to write bail bonds in Travis County?

YES* _____ NO _____

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

A. Active Bonds

(1) On how many active bonds do you 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 your active bonds, including criminal cause number, defendant’s name, and bond amount.

B. Bond Forfeitures

(1) On how many, if any, bail bonds, do you 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 do you have against you 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) Have you 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? _____

18. How long have you been engaged in the bail bond business? _____

19. In the two years prior to the date of this application, do you have at least one year of continuous work experience in the bail bond business?

YES* _____ NO _____

*If 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: _____

20. In the two years preceding the date of this application, have you 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 YES, please attach documentary evidence to this application of the title and date

of the course attended, as well as the hours of credit received.

21. Please attach three letters of recommendation written within thirty (30) days of the submission of this application that:

- A. are written on your behalf by reputable persons (on their letterhead or including all pertinent title or position and contact information) who have known you for at least three (3) years;
- B. verify that you have a reputation for honesty, truthfulness, fair dealing and competence; and
- C. recommend that the board issue a license to you.

22. Please list all assumed names for which you have a certificate registered with the Travis County Clerk's Office (attach copies).

23. Please list all your current employees, and include position and date of birth for each, and attach certified criminal histories from the Texas Department of Public Safety to this application for yourself and all employees. Criminal histories must be certified within 90 days of the date the application is filed with the Bail Bond Board.

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

24. Have you or any of your 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 do you have any criminal charges of any nature pending?

YES* _____ NO _____

*If YES, on a separate sheet of paper, please provide date, name of person convicted or charged, offense, city and state, and disposition of the case.

25. Are you involved in any civil litigation at this time, or have you been involved in any civil litigation during the past five (5) years?

YES* _____ NO _____

*If YES, on a separate sheet of paper, please provide details identifying the litigation, including cause number, court, county, name of the parties, and jurisdiction where the litigation is pending

26. Please attach the completed and sworn Personal Financial Statement (see Attachment A).

27. Applicant affirms that at no time will they execute bail bonds in the aggregate to exceed their limits prescribed by Section 1704.203 of the Code.

28. Applicant affirms that in the event that **ANY INFORMATION** (including but not limited to a change of address, telephone number, fax number, email address, website address, and/or the names of the employees working for the bonding agent) on this application form should cease to be true and correct, the corrected information will be provided in writing to the Secretary of the Travis County Bail Bond Board within seven (7) working 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, _____, Applicant, do declare that I will comply with all provisions of Texas Occupations Code, Chapter 1704, all other statutes regulating any phase of the bail bonding business in the state and county, and all Rules and Regulations of the Travis County Bail Bond Board.

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 Applicant a license to act as bondsman 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 their personal and financial responsibility as a licensed bondsman 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.

DATE

SIGNATURE OF APPLICANT

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 Applicant signed the same in the capacity therein expressed, for the purposes and considerations expressed, and, further, that to Applicant's 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.

APPLICANT

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: _____