

INDIVIDUAL SURETY LICENSE APPLICATION¹

HAYS COUNTY BAIL BOND BOARD
HAYS COUNTY SHERIFF'S OFFICE
SAN MARCOS, TEXAS

.....
NO APPLICATION SHALL BE DEEMED COMPLETE NOR SHALL ANY LICENSE ISSUED BE EFFECTIVE UNTIL ALL APPLICABLE PROVISIONS OF THE TEXAS OCCUPATIONS CODE, CHAPTER 1704, AND THE CURRENT RULES AND REGULATIONS OF THIS BOARD HAVE BEEN FULLY COMPLIED WITH.

Applicant Name _____

ORIGINAL / **RENEWAL** / **AMENDED** (Circle One)

LICENSE TERM REQUESTED:

2 Years _____ (Original or renewal of license in accordance with Occupations Code Section 1704.162(a).)

3 Years _____ (Licensed at least 8 years in accordance with Occupations Code Section 1704.162(e).)

FOR BOARD USE ONLY

Application Received by: _____ Date: _____

\$500.00 Fee Receipt Attached? (Circle one) Yes / No

Assumed Name (D.B.A.) filed of Record with Hays County Clerk: _____

Outstanding un-satisfied forfeitures of judgments: _____

Conditionally Approved / Denied Date: _____

Security properly filed and in proper form on: _____ Received by: _____

Application Final Approval Granted By Board and License Issued on: _____

License Number: _____ **Issued by:** _____ **Date Expires:** _____

¹ Once an application is submitted to the Secretary, an application may be withdrawn only by complying with Rule C.12 of the Hays County Bail Bond Board Rules.

**CHECKLIST OF DOCUMENTS REQUIRED AT TIME OF SUBMISSION
FOR APPLICATION TO BE CONSIDERED BY THE BOARD**

INCOMPLETE APPLICATIONS WILL BE DENIED LICENSURE

- _____ A. Original application, with twelve (12) copies and one (1) original, fully and properly completed.
- _____ B. The Five Hundred Dollar (\$500.00) application fee made payable to “Hays County Bail bond Board”, and deliverable to Hays County Treasurer.
- _____ C. A **Complete** and **Sworn** Financial Statement approved by C.P.A. within 90 days prior to application.
- _____ D. A Certified copy of the properly filed and currently valid Assumed Name Certificate (D.B.A.) made out in Applicant’s name.
- _____ E. Three (3) **Signed Original** letters of recommendation for the Applicant, dated within 90 days prior to the date of application, which meet the statutory requirements of the Texas Occupations Code, Chapter 1704.
- _____ F. If the Applicant is or has been a licensed surety under Chapter 1704 of the Texas Occupations Code in another county in the State of Texas, provide a list of each county where the Applicant holds a license, and submit a statement by the Applicant, as of the date of the application, of any final judgments in that have been unpaid for more than 30 days and that arose directly or indirectly from a bail bon executed by the applicant as a surety or an agent for a surety.
- _____ G. One photo will need to be taken at the Sheriff’s Office after approval of license.
- _____ H. Signature card obtained from the Hays County Sheriff’s Office and fully competed after approval of license.
- _____ I. One full set of Applicant’s fingerprints taken by a qualified member of the Hays County Sheriff’s Office, and on forms obtained from that office. (Contact the Hays County Sheriff’s Office for time and date, (512) 393-7800).
- _____ J. Designate form of \$50,000.00 security to be deposited if application is conditionally approved.

**Circle One: Cash / Cashiers Check / Certificate of Deposit / Real Property /
Cash Equivalent**

- _____ K. Proof of completion of at least eight hours of continuing legal education in criminal law courses or bail bond courses approved by the State Bar of Texas and offered by an accredit institution of higher education in the state. **(New Applicants Only)**.

- _____ L. Submit documentary evidence that in the two years preceding the filing of this application, the applicant has been continuously employed for one (1) year by a person licensed under chapter 1704 of the Texas Occupations Code (example W-2 forms or check stubs), and that the applicant was required to work not less than thirty (30) hours per week (example, time sheets), excluding annual leave, and perform duties in all phases of the bonding business.
- _____ M. If Applicant intends to use Real Estate as security, the Application MUST include a statement listing all NONEXEMPT REAL ESTATE owned by the Applicant which is intended to be conveyed in trust to the Hays County Bail Bond Board as security upon tentative approval of the Application. The following shall be included for each parcel:
- (1) An executed Deed of Trust in a form acceptable to the Board, or attached legal description of the property to be conveyed. **(See attachment No. 1 to the Application.)**
 - (2) Current (within 90 days prior to application) statements from every taxing unit with power to assess or collect taxes against the property indicating that there are no un-paid taxes or outstanding tax liens on the property.
 - (3) A sworn statement from the Applicant agreeing to keep all taxes paid on the property while it remains in trust. **(See attachment No. 2 to the Application.)**
 - (4) A sworn statement from the Applicant agreeing not to further encumber the property after conveying it in trust to the Hays County Bail Bond Board without first notifying and obtaining the written permission of the Board. **(See attachment No. 2 to the Application.)**
 - (5) A sworn agreement from the Applicant that the Applicant will fully insure and keep current the insurance on all improvements on the property against any damage or destruction while the property remains in trust, for the full amount of the value claimed for the improvements. **(See attachment No. 2 to the Application.)**
 - (6) A current (within 90 days prior to application) appraisal made in accordance with Texas Occupations Code, Chapter 1704.155(3).

OR

A statement from the county's most recent tax appraisal roll setting the property's value in accordance with Occupations Code Section 1704.155(3)(B)

- (7) A sworn statement from Applicants Spouse, if any, agreeing to transfer to the Hays County Bail Bond Board, as part of the trust, any right, title, or interest that

the Applicant's Spouse may have in the property, and that the Applicant's Spouse will execute deeds of trust to any community property placed in the security deposit. **(See attachment No. 3 to the Application.)**

- (8) Documentation of insurance on the property listing the name of the insurance company to confirm that the property is properly insured.
- (9) Applicant shall complete and submit a notarized Indemnity and Affidavit as to Debts, Liens and Possessions. **(See attachment No. 4 to the Application.)**
- (10) Applicant shall complete and submit a notarized Affidavit of Marital Status. **(See attachment No. 5 to the Application.)**
- (11) Applicant shall complete and submit a Non-Homestead Affidavit and Designation of Homestead. **(See attachment No. 6 to the Application.)**

_____N. Individual Surety's agents are required to have the following:

- (1) Photo identification card issued by the secretary of the Board;
- (2) A photo copy of Texas Driver's License or Texas Identification Card.
- (3) Set of fingerprints on file with Sheriff's Office;
- (4) Signature card on file with Sheriff's Office;
- (5) The photo I.D. issued by the secretary of the Bail Bond Board must be available for inspection upon request;
- (6) Allow the Sheriff to make final determination whether requirements have been met.
- (7) Signed criminal history release form.

** Please note that the Sheriff's Office will conduct a criminal history check on the agents of bail bondsmen if the Sheriff's Office determines that such information is needed to ensure the security of the jail.

Date Application Prepared: _____

Circle One: ORIGINAL / RENEWAL / AMENDED

Current License Number: _____ Expiration Date: _____

ATTACH PAGES AS NEEDED TO FULLY ANSWER EACH QUESTION

1. Individual Applicant Name: _____ Age: _____
Social Security Number (optional): _____ Driver License State: _____
Driver's License Number: _____ Date of Birth: _____
Home Address: _____
City, State, Zip code: _____
Home Telephone: _____ Fax: _____
Length of Residence in Texas: _____
Citizen of the United States: Yes _____ No _____

2. Have you or any business of yours ever filed for or been involved in any voluntary or involuntary bankruptcy, been placed in receivership, been adjudged bankrupt, or been involved in any insolvency proceedings? Yes _____ No _____ If Yes, give full details including date of filing, location, Court, Cause number, and date of final judgment:

3. Assumed Name under which this bonding company business shall be conducted.
(D.B.A.): _____
Date D.B.A. was filed with Hays County Clerk: _____
Business Address: _____
City, State, Zip: _____
Business Telephone: _____ Fax: _____

4. Will this applicant conduct bail-bonding business at any other locations?
Yes _____ No _____ If Yes, explain fully giving all addresses and reasons: _____

5. Will any business other than bail bonding be conducted at the addresses listed in Questions 3 and 4? Yes _____ No _____ If "Yes", give full details as to other business which will be conducted: _____

6. Is this business owned, in whole or in part, by any person or persons (including Corporations) other than the Applicant? Yes _____ No _____ If "Yes", give full details for each co-owner or partial ownership interest as for Applicant in question numbers 1 and 2, and attach a copy of all documents creating such ownership interests:

7. Are you married under the laws of Texas or any other jurisdiction? Yes _____ No _____
Applicant Spouse's Name: _____
Date of Birth: _____ Texas Identification Card Number: _____
Driver's License Number: _____ Driver's License State: _____
Social Security Number: (OPTIONAL) _____ Age: _____
Home Address: _____
City, State, Zip code: _____
Home Telephone: _____ Fax: _____

8. Have you ever been connected in any way with any bail bonding company other than the one for which you are now applying? (Including owning, partial interest in, worked for, etc.)?
Yes _____ No _____ If "Yes", Explain, giving full details including names, nature of connection and dates: _____

9. Have you, or any business owned in whole or in part by you, ever been denied or refused a bail bond license in any state or withdrawn an application to avoid such action?
Yes _____ No _____ If "Yes", explain giving full details including State, County, Date and Reason: _____

10. Have you, or any business owned in whole or in part by you, ever had a bail bond license suspended, canceled, or revoked by any bail bond board? Yes _____ No _____ If “Yes”, explain giving full detail including County, Dates, Reasons, etc.: _____

11. List all employees and/or agents that are going to work for or that are now working for this bail bonding company and give their name, date of birth, social security number (optional), driver’s license number and state and their Texas identification card number if any.

12. Are you, or any business with which you are in any way connected, currently involved in any Civil litigation, suits, etc. (Excluding bond forfeitures) Yes _____ No _____ If “Yes”, attach copy of suit and give full details including County, Court, Cause Number, Date filed, and nature of litigation: _____

13. Have you ever been convicted of any felony or misdemeanor offense, in ANY jurisdiction since August 27, 1973? Yes _____ No _____

If "Yes", Explain, giving full details including jurisdiction, State, County, Case Number, Court, Charge, Date of Offense, and Final Disposition: _____

14. List ALL Texas Counties in which you or any business owned in whole or in part by you now has or has ever had a bail bond license.

15. List **ALL** Texas counties in which you or any business owned in whole or in part by you has ever executed bail bonds without being licensed.

16. List in the Final Judgment Disclosure Form, all unpaid or partially paid final judgments relating to bail bond forfeitures and entered against you personally or against any bail bond business owned by you in whole or in part, and provide all the required information for each column in the Final Judgment Disclosure Form.

17. Have you been a party to any contract or any other agreements whereby you granted or agreed to grant an option to anyone to purchase any or all of your assets?

Yes _____ No _____ If "Yes", give full details and attach a copy of the contract or agreement: _____

18. If you are a practicing bondsman in any other County, attach to this application a copy of current collateral used for any existing bonds outstanding in other county.

Attachments:

1. Approved Deed of Trust;
2. Single Sworn Statement form of Applicant to: a) keep taxes paid, b) to not further encumber property, and c) keep insurance coverage on property.
3. Spouses' Sworn Statement agreeing to transfer.
4. Indemnity and Affidavit as to Debts, Liens and Possessions;
5. Affidavit of Marital Status;
6. Non-Homestead Affidavit and Designation of Homestead.

**ATTACH ALL THREE PAGES OF APPLICANT OATH FOLLOWING ALL
OTHER**

APPLICANT OATH

I, the undersigned Applicant, do hereby certify that I have personally read and reviewed this application, and I do hereby state and certify under oath that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers including all attachments, and that the entries made above and on all attachments are true, complete and correct to the best of my knowledge and belief and are made in good faith.

I do hereby request and authorize the Hays County Bail Bond Board of its designee to make a thorough and complete investigation of the facts and assertions made within this application in order to confirm their truthfulness or falsity.

I do hereby request and authorize any person or persons, each former employee or employer, or any firm or corporation referred to in this application to give any information and answer all questions asked concerning this application as deemed needed by the Hays County Bail Bond Board or its designee in the investigation or re-investigation of this application and its contents.

I hereby agree and consent that in the event that this application is found to contain any false statement, omission of information or misrepresentation of any kind, this application will be denied.

In consideration of granting this bail bond license and in order to insure payment of any and all obligations incurred by my bail bonding business due to this license, I will deposit with the Hays County Treasurer, security in the form of one of the following or a combination of that constitutes at least a minimum of the security required under the Hays County Bail Bond Board Rules and Regulations:

_____ Cash in the amount of Fifty Thousand Dollars (\$50,000.00)

_____ A Cashiers Check drawn on an institution insured by the Federal Deposit Insurance Corporation, a branch of the United States Government, in the amount of Fifty Thousand Dollars (\$50,000.00) and made solely payable to the Hays County Treasurer, in form which is acceptable to the Hays County Treasurer and the Hays County Bail Bond Board

_____ A Certificate of Deposit Drawn on an institution insured by the Federal Deposit Insurance Corporation, a branch of the United States Government, in the amount of Fifty Thousand Dollars (\$50,000.00) and made solely payable to the Hays County Treasurer, in the form which is acceptable to the Hays County Treasurer and the Hays County Bail Bond Board

_____ A Cash Equivalent, made out to the benefit of and solely payable

to the County Treasurer of Hays County, Texas, and created in a form which is acceptable to the Hays County Treasurer and the Hays County Bail Bond Board, in the amount of Fifty Thousand Dollars (\$50,000.00) as a cash equivalent to satisfy any final judgment of forfeiture that may be made on any bonds on which I am surety.

_____A deed of trust to Non-exempt real estate of a value of Fifty Thousand Dollars (\$50,000.00) or more, as prescribed in the Texas Occupations Code, Chapter 1704, and in a form which is acceptable to the Hays County Treasurer and the Hays County Bail Bond Board may direct and approve.

I further understand that any license issued by the Hays County Bail Bond Board shall be considered tentatively issued and immediately revocable until the form of security which I supply is properly filed and thereafter deemed to be in acceptable form by the Hays County Treasurer and the Hays County Bail Bond Board.

I, the undersigned Applicant, do certify that I have read and understand the Hays County Bail Bond Board rules and regulations and Chapter 1704 of the Texas Occupations Code, and I agree that I and each of my employees will comply with and be bound to these laws and rules.

Date: _____

Signature of Applicant

Typed Name of Applicant

Assumed Name or D.B.A. of Applicant's Business

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

20 ____, by _____, Affiant.

Witness my hand and seal of office this the _____ day of _____, A.D.
20 ____.

Notary Public in and for the County of

_____, and the State of _____

My Commission Expires: _____

State of _____

County of _____

The person whose signature appears above personally appeared before the undersigned, a Notary Public in an for the above named County and State, on the day and date above named, and acknowledged the execution of the foregoing instrument to the voluntary act and deed of the applicant therein named and for the purpose therein set forth, that they are duly authorized to execute the foregoing instrument, and that the statements and representations therein contained are true and correct to the best of their knowledge and belief.

Affix Notarial Seal

Notary Public in and for

The County of _____

The State of _____

PERSONAL FINANCIAL STATEMENT

Name _____

Address _____

Business of Occupation _____

Date of Birth _____ SSN# _____

Married _____ Unmarried _____ Separated _____ No. of Dependents _____

Board members,

For the purpose of obtaining a bail bond surety license, I submit to you the following statement of my financial condition on _____, 20____.

I will notify you in writing of any material unfavorable change in my financial condition. In the absence of such notice, you may consider this a continuing statement and substantially correct. You are authorized to verify with other persons any information at any time furnished by me to you. This financial statement and any other information furnished to you shall be your property. You are authorized to answer questions about this financial statement, and to investigate any information obtained from me or any other person pertaining to my credit or financial responsibilities.

DATE _____

SIGNATURE _____

THE PENALTY FOR MISREPRESENTING INFORMATION ON THIS STATEMENT WILL BE DENIAL OF A BAIL BOND SURETY LICENSE. WITH KNOWLEDGE OF THIS PENALTY, I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS FINANCIAL STATEMENT AND THE ATTACHED SCHEDULES IS TRUE AND CORRECT AT THE ABOVE STATED DATE.

WITNESS TO SIGNATURE

SIGNATURE

DATE

I understand that the following questions 1 through 7 are addressed to me and I have answered them as appropriate.

1. Are any of the Assets held in trust, in an estate or in any other name or capacity?
Yes _____ No _____
2. Were any of the Assets (i) owned or claimed by your spouse before marriage; or (ii) acquired by your spouse during marriage by gift or inheritance; or (iii) recovered for personal injuries sustained by your spouse during marriage?
(i) Yes _____ No _____ (ii) Yes _____ No _____ (iii) Yes _____ No _____
3. Do any of the Assets in whole or in part consist of , or were they purchased in whole or in part with, personal savings or your spouse or revenue from property of your spouse of the kinds mentioned in the preceding Item 2, or form proceeds or liquidation of any of the kinds mentioned in Item 2?
4. Do any of your Assets, except real estate, secure any debts.?
Yes _____ No _____
5. Are you obligated to pay the leases, notes or other debts of anyone else?
Yes _____ No _____
6. Are you a party to any suit or are there any unsatisfied judgments against you?
Yes _____ No _____
7. Have you been through bankruptcy or made an assignment for benefit of creditors?
Yes _____ No _____

I have explained fully on page 7 any “Yes” answers to the foregoing questions 1 through 7. I have _____ have not _____ made a will. The executor is _____.

SCHEDULES

Schedule 1 – Banking Relations (A list of all my checking and savings accounts.)			
Name and Location	Account #	Balance	If Pledged, To Whom

Schedule 2 – Stock and Bonds							
Number of Shares	Name of Issuer	Where Traded	Market Per Share	Total Value	Pledged? Yes or No	Restricted Yes or No	Registered In Name Of

* Restricted Securities Meaning Restrictions Imposed by Letter, Legend, or Control.

Schedule 3 – Notes and Accounts Receivable (Including Real Estate)					
Maker	Original Amount	Present Balance	Payments	Maturity	Collateral, If Any

Note: If prior liens exist on any real estate notes listed above, please indicate lien holder and amount on page 8.

Schedule 4 – Life Insurance					
Company	Face Amount	Cash Surrender or Loan Value	Policy Loan (If Any)	Is Policy or Cash Value Assigned?	Beneficiary

Schedule 5 – Automobiles					
Make	Model	Year	VIN #	Registered In Name of	Blue Book Value

Schedule 6 – Notes and Accounts Payable					
Due To	Original Amount	Present Balance	Payments	Maturity	Collateral, If Any

Schedule 7 – Real Estate Owned							
Item No.	Location, Size, and Improvements	Market Value	* Typed Appraisal	Cost	Year Acquired	Monthly Income	Title in the Name of
1							
2							
3							
4							
5							
6							
7							
Carry Totals To Page 2							
HOMESTEAD							
8							
Undivided Interest in Real Estate (Your % Only – Indicate % Ownership in Description)							
9							
10							
11							
12							
13							
Your % of Market Value and Debt (To Page 2)							

* Please indicate market value source: MAI(M); SELF(S) – If self, list comparables below.

Schedule 8 – Mortgages Payable						
Item No.	Monthly Payment	Lien Holder	Interest Rate	Insurance Carried	Original Amount	Present Balance
1						
2						
3						
4						
5						
6						
7						
Carry Totals To Page 2						
HOMESTEAD						
8						
9						
10						
11						
12						
13						
Your % of Debt (To Page 2)						

If your liability exceeds your ownership %, please indicate amount in contingent liability section on Page 2.

Schedule 9 – Oil Interests (Show In Other Assets)				
Location and Description (No. Acres, Field, County, No. Wells)	Fractional Interests	Monthly Income	Present Valuation	Valuation by Whom

CASH FLOW STATEMENT

Please provide the following information regarding sources and uses of cash during the previous fiscal/calendar year and projections for current year.

This Cash Flow Statement is _____ Individual or _____ Combined.

	PRIOR YEAR	CURRENT YEAR ESTIMATE
SOURCES OF CASH		
1. Salaries, commissions, bonuses, or other income from employment (net)	\$ _____	\$ _____
2. Rents received	\$ _____	\$ _____
3. Dividends	\$ _____	\$ _____
4. Interest Income	\$ _____	\$ _____
5. Sale of Assets	\$ _____	\$ _____
6. Royalties	\$ _____	\$ _____
7. Distribution from estates & trusts	\$ _____	\$ _____
8. Cash distributions from business, partnerships or joint ventures	\$ _____	\$ _____
10. Other sources of cash:	\$ _____	\$ _____
TOTAL CASH RECEIVED	\$ _____	\$ _____
<hr/>		
USES OF CASH		
1. Personal expenses (Utilities, Household, etc.)	\$ _____	\$ _____
2. Mortgage Payable on Homestead-principal and Interest	\$ _____	\$ _____
3. Other real estate mortgages payable-principal and interest	\$ _____	\$ _____
4. Other bank loans - principal and interests	\$ _____	\$ _____
5. Other loans - principal interest (including Auto)	\$ _____	\$ _____
6. Insurance payments	\$ _____	\$ _____
7. Income taxes not covered by withholding	\$ _____	\$ _____
8. Other uses of cash:	\$ _____	\$ _____
TOTAL CASH OUTLAYS	\$ _____	\$ _____
CASH FLOW SURPLUS (DEFICIT)*	\$ _____	\$ _____
(*See Page *)		

* If a cash flow deficit exists (from page 7), explain below how the existing or requested debt will be serviced.

Please give explanations of contingent liabilities from Page 3.

Please list any prior liens that exist on any real estate notes listed on schedule 3, page 5. (indicate lien holder and amount)

The undersigned swears under penalty of perjury that the information inserted on each page of this financial statement has been carefully read and is a true, correct, and complete recitation of all assets and liabilities, known or contingent, of the applicant.

DATE _____ SIGNED _____

Before me, a Notary Public in and for the State of Texas, appeared _____, affiant, on the _____ day of _____ at _____ who swore to the preceding.

Notary Public