

**BOWIE COUNTY BAIL BOND  
BOARD APPLICATION FOR  
INDIVIDUAL LICENSEE**

DATE APPLICATION PREPARED: \_\_\_\_\_

CIRCLE ONE: ORIGINAL OR RENEWAL

LICENSEE: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_

D/B/A \_\_\_\_\_

EXPIRATION DATE OF OLD LICENSE: \_\_\_\_\_

**SECTION I**

CHECK LIST OF DOCUMENTS REQUIRED AT TIME OF SUBMITTING APPLICATION (RENEWAL APPLICATION - OMIT DOCUMENTS THAT HAVE AN "\*" AFTER NUMBER)

1. A numerical index (with tabs) in the same order as the checklist listing the contents only.
2. Original Application with twelve (12) copies.
3. \$500.00 fee - Cashier's Check, " Certified Check or Money Order made payable to the Bowie County Treasurer. This fee is not refundable if new or renewal license is not approved.
4. Current, sworn financial statement and supporting documentation.
- 5.\* Copy of Assumed Name Certificate if any is used.
6. Three (3) letters of recommendation about the applicant.
- 7.\* Two recent passport-size photos of applicant.
- 8.\* Full set of Fingerprints.
- 9.\* Signature card (Sheriff's Dept. will supply cards).
10. Letters from all counties that applicant has or had a bail bond license in showing that applicant is in good standing. These letters should not be older than ninety (90) days at the time of filing this application.

11. Required real property documents needed at time of filing:
  - A. Certified copy of warranty deeds on property pledged or a legal description of the property that would be sufficient to convey the property by general warranty deed.
  - B. A complete certified appraisal on property pledged, not older than ninety (90) days at time of application filing, from each taxing entity authorized to impose taxes on the property showing the net value of the property by an 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.
  - C. Tax receipts showing that all taxes are current from all taxing authorities and there are no tax liens filed against any property owned from the following:
    1. Bowie County
    2. City
    3. School District
    4. Any other taxing authority
  - D. Copy of the fire and extended coverage insurance policy on the property pledged showing that the improvements are covered to the minimum amount of eighty percent (80%) of appraised amount.
  - E. Sworn statement from spouse affirming pledging real property to Bowie County Bail Bond Board, supplied with application.
12. Collateral log.
13. After license is approved, applicant must submit one of the following:
  - A. Certified check from a federal insured financial institution in the amount of \$50,000 or more, made payable to the Bowie County Treasurer for the benefit of ... (applicant's name)
  - B. Certificate of deposit, from a federal insured financial institution in the amount of \$10,000 or more, made payable to the Bowie County Treasurer for the benefit of (applicant's name)
  - C. United States Currency in the amount of \$50,000 or more.
  - D. Deed of Trust to the Bowie County Bail Bond Board on real property that is to be used, in the amount of \$50,000 or more.
14. Properly and fully completed typed application filed timely with the Board's secretary.

**ALL REQUIRED DOCUMENTS MUST BE TURNED  
IN WITH THIS APPLICATION**

**NO INCOMPLETE APPLICATION WILL BE  
ACCEPTED**

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THIS SECTION FOR BOARD USE ONLY

DATE AND TIME RECEIVED BY BOARD'S SECRETARY \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

CHECKED BY \_\_\_\_\_

**SECTION II**

1. Full name of applicant \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Driver's License or Texas Identification Number \_\_\_\_\_  
Social Security Number \_\_\_\_\_ United States Citizen: Yes No  
Name of Spouse \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_
2. D/B/A or name under which this bonding company business will be or is being conducted:  
\_\_\_\_\_ Date same filed: \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
City/State/Zip \_\_\_\_\_
3. Has applicant ever been convicted of a felony or misdemeanor offense involving moral turpitude, anywhere, since the 27<sup>th</sup> day of August 1973? . . .  
Yes No If "Yes", explain, giving full details, jurisdiction state, county, case number, court, charge date of offense and final disposition.  
\_\_\_\_\_  
\_\_\_\_\_
4. Has applicant ever been denied, refused, suspended, or had a license revoked to act as a bail bondsman in Texas?  
Yes No . If "Yes", explain, including county, date and reason.  
\_\_\_\_\_  
\_\_\_\_\_
5. Applicant's home address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Applicant's residential homestead address \_\_\_\_\_  
Homestead City/State/Zip \_\_\_\_\_

6. Present Business \_\_\_\_\_  
Business Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Applicant's business homestead address \_\_\_\_\_  
Business Homestead City/State/Zip \_\_\_\_\_

7. List all employees that are now working or that are going to work for this bail bond company, including their name, address, including city, state and zip, social security number, and a driver's license or Texas Identification number. Indicate the person's name who is going to be the manager if other than the applicant.

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\_\_\_\_\_

8. Is there any civil litigation pending against this applicant in Texas that relates to his/her bail bond activities?

Yes	No	If "Yes", explain, giving full details, including county, case number, court, date case filed and current status.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Has applicant ever worked for, owned, or been a part of any bail bond company, either actively or inactively in this county or any county in Texas?

Yes

No

If "Yes", give the following: county, date, name of company and telephone number.

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10. List all bail bond final judgments that are now pending, anywhere, against this applicant or any company this applicant has a financial interest in. (Give information in the following format)

County Court	Case #	Defendant's Name	Judgt. Date	Liability
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11. List all bail bond nisi judgments that are now pending, anywhere, against this applicant or any company this applicant has a financial interest in. (Give information in the following format)

County Court	Case #	Defendant's Name	Judgt. Date	Liability
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Total number of final judgment(s) \_\_\_\_\_ Total amount of liability(s) \_\_\_\_\_

12. Has applicant, in the two (2) years preceding the date this application is filed, (a) had at least one (1) year of continuous work experience in the bail bond business and (b) completed at least eight (8) hours of continuing legal education in criminal law courses or bail bond law courses that are approved by the State Bar of Texas and are offered by an institution of higher education accredited by the State of Texas?

Yes \_\_\_\_\_ No \_\_\_\_\_

13. After Board has approved issuance of this license, applicant must deposit with County Treasurer a cashier's check, CD or cash in an amount of at least \$50,000.

**SECTION III**

In consideration of granting this bail license and order to insure payment of any and all bail bond obligations incurred by this applicant, the applicant will deposit with the Bowie County Treasurer security in the amount as indicated below.

U.S. Currency \_\_\_\_\_

Certificate of Deposit \_\_\_\_\_

Cashier's Check \_\_\_\_\_

**OR IN LIEU OF THE ABOVE**

In consideration of the granting of this bail bond license and in order to insure payment of any and all bail bond obligations incurred by this applicant, the applicant will put into a "Deed of Trust" to the Bowie County Bail Bond Board the following described real property. (Complete legal description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If married, spouse must furnish a sworn statement agreeing to transfer to the Bowie County Bail Bond Board, as a part of the trust, any right, title or interest that the spouse may have in the property, and the spouse must execute the deeds of trust to any community property placed in the security deposit to the Bowie County Bail Bond Board.

It is agreed and understood that I will not further encumber the above listed property after conveyance in trust to the Bowie County Bail Bond Board, without notifying, in writing, and obtaining the written permission of, the Bowie County Bail Bond Board in advance.

It is also agreed and understood that I will ensure and keep current the insurance on any improvements on the property against any damage or destruction, while the property remains, in trust, in the full amount of the value claimed for the improvements. (Copy of policy(ies) are attached.)



It is further agreed and understood that I will keep all taxes paid on the property while it remains in trust. (Copy of paid tax receipts attached.)

I agree that if any change occurs that materially reduces the value of the property that I have in trust to the Bowie County Bail Bond Board, I will report it immediately in writing and if needed, I will pledge additional collateral to reach the amount to offset the reduction in value.

I hereby authorize the Bowie County Sheriff's Department and their agents to access any and all records necessary to ascertain the validity of any of the statements made on this application, including a credit check to determine degree of solvency.

I have read the 1973 Bail Bond Act, as amended, the Bowie County Bail Bond Board Local Rules and Regulations and the Texas Occupations Code and I hereby declare that I will comply with them.

The undersigned certified that the information contained in this application has been carefully read and is true and correct as to the contents and is complete.

\_\_\_\_\_  
Applicant/Affiant

\_\_\_\_\_  
Date

THE STATE OF TEXAS        }  
  }  
COUNTY OF BOWIE         }

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to be that he/she executed the same for the purposes and consideration therein expressed.

Given under by hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for  
County of \_\_\_\_\_  
State of \_\_\_\_\_  
Commission Expires \_\_\_\_\_

**ASSIGNMENT OF SECURITY FOR BAIL BOND COLLATERAL**

TO: DONNA BURNS, BOWIE COUNTY TREASURER

FROM: \_\_\_\_\_, BAIL BOND LICENSEE

I, \_\_\_\_\_ (ASSIGNOR), hereby assigns the SECURITY described below to the Treasurer of Bowie County, Texas (ASSIGNEE).

SECURITY: \_\_\_\_\_

FINANCIAL INSTITUTION: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

FACE AMOUNT: \_\_\_\_\_

DATED: \_\_\_\_\_

In order to obtain a Bail Bond License in Bowie County, Texas, and for the purpose of providing security for Bail Bonds written in Bowie County, Texas, which may accrue or be authorized under the law, the ASSIGNOR, for and on behalf of the Bail Bond Licensee in the name of the owner specified, assigns to the Bowie County Treasurer any and all right, title, claim and interest of whatever nature of ASSIGNOR in and to the SECURITY described above. The Bowie County Treasurer has no interest or entitlement to any interest or dividends arising from this agreement. All the interest or dividends should continue to be payable to ASSIGNOR and; in this regard, SECURITY for the purpose of this Assignment shall mean the FACE AMOUNT (principal) of the SECURITY (principal) not the interest or dividends accruing on account of the SECURITY.

ASSIGNOR agrees that this Assignment carries with it the right to any insurance on the SECURITY that may exist now, or in the future, and includes and the right of the Bowie County Treasurer to negotiate, redeem, collect and withdraw at any time any part of the FACE AMOUNT of the SECURITY to be applied as a payment to unpaid Final Judgment(s) of any forfeitures of bail bonds written in Bowie County, Texas. (The right of the Bowie County Treasurer to apply the SECURITY shall not be affected by a subsequent change in the trade name or business location of the person or entity on whose behalf this assignment is executed.) The ASSIGNOR further agrees that the Bowie County Treasurer may, in its own discretion and at any time, transfer all or any part of the SECURITY into its own name without notice to the ASSIGNOR to satisfy any unpaid Final Judgment(s), or portion thereof, of any forfeiture of bail bonds written in Bowie County, Texas. The Bowie County Treasurer is hereby appointed as attorney-in-fact for the ASSIGNOR with full power and authority to execute any endorsements necessary to complete such a transfer and negotiation.

ASSIGNOR understands and agrees that by this Assignment, all right, title and claim to interest in, use of and control over the disposition of the SECURITY is relinquished and that such SECURITY is to be held by the FINANCIAL INSTITUTION identified for the sole use and subject to the exclusive control of the Bowie County Treasurer. This SECURITY may be released only by the Bowie County Treasurer's written direction.

This document shall serve as notification by the ASSIGNOR to the FINANCIAL INSTITUTION of the terms of this Assignment.

\_\_\_\_\_  
ASSIGNOR

\_\_\_\_\_  
DATE

**ACKNOWLEDGMENT**

STATE OF TEXAS                    }  
  }  
COUNTY OF BOWIE                }

The FINANCIAL INSTITUTION acknowledges the assignment of this SECURITY to the Bowie County Treasurer. We acknowledge the Bowie County Treasurer has no interest or entitlement to any interest or dividends arising from this agreement and the SECURITY means principal not the interest of dividends. We certify that we have recorded the assignment and have retained a copy. We certify that we do not have, nor do we have knowledge of, anyone else having any lien, encumbrance, right, hold, claim to or obligation of the SECURITY. We accept the SECURITY with knowledge that it has been posted for and on behalf of the Bail Bond Licensee identified above and we agree to act as the sole agent for the purpose of holding this SECURITY for the Bowie County Treasurer's exclusive use. We agree not to release, make payment, or otherwise divert or dispose of the SECURITY except in accordance with the written instructions of the Bowie County Treasurer. It is understood that notice to or consent of the ASSIGNOR to disposition of the SECURITY by the Bowie County Treasurer shall not be required. We further agree, not to exercise any set of rights we may have with respect to this SECURITY, or to otherwise impede, hinder, delay, prevent, obstruct or interfere with the Bowie County Treasurer's right to negotiate, redeem, collect and withdraw this SECURITY promptly.

ATTEST:

FINANCIAL INSTITUTION:

BY: \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
Date

ASSIGNOR:

BY: \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
Date

The Bowie County Treasurer acknowledges receipt of the Assignment of the SECURITY for the Bail Bond Licensee identified above. The FINANCIAL INSTITUTION is authorized and directed to pay any earnings on the SECURITY to the ASSIGNOR until otherwise notified by mail by the Bowie County Treasurer.

BOWIE COUNTY TREASURER  
DONNA BURNS

By: \_\_\_\_\_

Date: \_\_\_\_\_

THE STATE OF TEXAS }  
  }  
COUNTY OF BOWIE }

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_  
and executed the Assignment.

SWORN AND SUBSCRIBED TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

**RELEASE OF ASSIGNMENT**

THE STATE OF                    }  
TEXAS                                }  
  }  
COUNTY OF BOWIE            }

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS the undersigned, of the County of Bowie, and State of Texas, is the holder of the assigned SECURITY described below:

SECURITY: \_\_\_\_\_  
FINANCIAL INSTITUTION: \_\_\_\_\_  
PAYABLE TO: \_\_\_\_\_  
FACE AMOUNT: \_\_\_\_\_  
DATED: \_\_\_\_\_

WHEREAS, the Assigned SECURITY is no longer needed as security in Bowie County, Texas.

NOW, THEREFORE, the Bowie County Treasurer releases to \_\_\_\_\_ the SECURITY, and declares said property, fully discharged of all assignment.

WITNESS our hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOWIE COUNTY TREASURER  
DONNA BURNS

By: \_\_\_\_\_

THE STATE OF TEXAS        }  
  }  
COUNTY OF BOWIE        }

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ and executed the foregoing Release.

SWORN AND SUBSCRIBED TO BEFORE ME this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE  
STATE OF TEXAS

**BOWIE COUNTY BAIL BOND BOARD**  
**CHECKLIST FOR**  
**NEW LICENSE APPLICATION**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

1. A NUMERICAL INDEX with TABS in the same order as the checklist, listing the contents **only**, firmly **affixed** to the application and included within the oath as if set forth in the body of the application.
2. APPLICATION **submitted** to the coordinator of the bail bond board, at the office of the board with an ORIGINAL and TWELVE (12) copies.
3. NEW APPLICATION **received** not more than sixty (60) nor less than thirty (30) days prior to the bail bond board's next regular meeting:
4. APPLICATION **submitted** in the name of individual, corporation or firm seeking the license.
5. ALL INFORMATION REQUESTED PROVIDED (all blanks filled in)
6. PHOTOGRAPH of applicant and all agents of applicant
7. FINGERPRINTS (set of applicant and all agents of applicant) taken by a law enforcement officer designated by the board.
8. NAMES of all persons **authorized** to act as its agents in the making of bail bonds
9. PROOF **submitted** showing registration of assumed name with the County Clerk of Bowie County
10. CERTIFICATE OF AUTHORITY to do business from Texas Secretary of State (if business is a corporation)
11. CERTIFICATE OF AUTHORITY to do business from Texas State Board of Insurance (if business is a corporation)
12. CERTIFIED COPY OF THE POWER OF ATTORNEY (if business is a corporation) filed with the County Clerk's office
13. CORPORATE RESOLUTION (if business is a corporation) authorizing this application
14. ARTICLES OF INCORPORATION (copy) and a certification of the Secretary of State that the corporation is in good standing
15. IRREVOCABLE LETTER OF CREDIT (if business is a corporation) furnished to the Sheriff as a cash equivalent to satisfy any final judgment of forfeiture that may be made on any bonds on which the corporate licensee is surety

16. LIST OF OUTSTANDING BONDS/RECORDS of bondsman submitted to the board for inspection prior to each renewal (Licensed bondsman shall maintain a record of each bond on which the bondsman appears as surety and shall maintain a separate set of records for each county in which the bondsman is licensed). These records shall include the following information for each bond executed and enforced:
  - (a) the STYLE and NUMBER of the cause in which bond is given and the court in which it is executed;
  - (b) the name OF THE DEFENDANT RELEASED ON BOND;
  - (c) the AMOUNT of the bail set in the case; and
  - (d) AMOUNT and TYPE of security held by the bondsman together with a statement as to whether the security was taken for payment of a bail bond fee or for assurance of the principal's appearance in court and the conditions under which the security will be returned.
17. LETTER stating whether or not the applicant is in good standing from each county bail bond board (if licensed in any county other than Bowie County)
18. AFFIDAVIT promising to advise the board of any bonds written in any other jurisdiction
19. STATEMENT listing any non-exempt real estate owned by the applicant that the applicant intends to convey in trust to the board to secure payment of any obligation incurred by the applicant in the bonding business. The following shall be included for each parcel listed:
20. LEGAL DESCRIPTION equivalent to the description required to convey the property by general warranty deed.
21. 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 and indicating the net value of the property according to the current appraisal made by a member of the Society of Real Estate Advisory or a Member of Appraisal Institute, accompanied by a statement from the applicant agreeing to keep all taxes paid on the property while it remains in trust.
22. STATEMENT of the applicant that he will not further encumber the property after conveying it in trust to the Bowie County Bail Bond Board, without notifying and obtaining the permission of the board.
23. AGREEMENT to insure and keep current the insurance on any improvements in the property against any damage or destruction while the property remains in trust, in the full amount of the value claimed for the improvements.
24. STATEMENT indicating whether the applicant is married and if so, a sworn statement from the 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 and the spouse must execute the deeds of trust to any community property placed in the security deposit required under this section. The minimum amount of property conveyed in trust is TEN THOUSAND DOLLARS (\$10,000.00) valuation.

25. TRUST DEEDS CONVEYING PROPERTY submitted (if this is an original application and real property is offered as security) to the Bail Bond Board of Bowie County together with a check to cover the Clerk's filing fee.
26. TITLE POLICY in favor of Bowie County for the principal amount of the security (see above-trust deeds)
27. STATEMENT indicating the amount of cash or cash value of any certificate of deposit or cashier's checks which the applicant intends to place on deposit with the County Treasurer to secure payment of any obligations incurred by the applicant in the bonding business.
28. FINANCIAL STATEMENT (complete and sworn)
29. DECLARATION by the applicant that he will comply with Article 2372 p-3, V.A.C.S., and the rules prescribed by the Bowie County Bail Bond Board
30. LETTERS OF RECOMMENDATION from three (3) reputable persons who have known the applicant for three (3) years or more, each recommending applicant as having a reputation of honesty, truthfulness, fair dealing and competency and recommending that the license applied for be granted
31. Copy of the CASHIER CHECK, CERTIFIED CHECK or MONEY ORDER in the amount of \$500.00 payable to County Treasurer, Bowie County, Texas (statutory fee for filing application not refundable)
32. LIST of unsatisfied judgments currently pending against the bondsman as a surety on a bail bond or bonds
33. LIST of bond forfeiture proceedings currently pending against the bondsman
34. LIST of any civil litigation (other than forfeiture proceedings) involved in currently



# BAIL BOND COMPANY FOLDER CHECKLIST

Bond Company# \_\_\_\_\_ Agent Name \_\_\_\_\_

Bond Company Name \_\_\_\_\_

Insurance Company Name \_\_\_\_\_

License# \_\_\_\_\_ Expiration Date \_\_\_\_\_

1. Application
2. Copy of license
3. Copy of CDs
4. Letter of release of CDs
5. Add/release of property
6. Deed of Property
7. Letter of good standing