

# **CHECKLIST OF ALL DOCUMENTS REQUIRED AT TIME OF SUBMISSION FOR APPLICATION TO BE CONSIDERED BY THE HOPKINS COUNTY BAIL BOND BOARD**

## **Incomplete Applications Will Be Denied Licensure**

- \_\_\_ A. Original application, with eight (8) copies and one (1) original, full and properly completed.
- \_\_\_ B. The five hundred dollar (\$500.00) non-refundable application fee made payable to “Hopkins County Bail Bond Board” and deliverable to the Hopkins County Treasurer.
- \_\_\_ C. A Complete and Sworn Financial Statement dated within 90 days prior to this 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. If letters are for a Corporation, the letters shall be required for the person to be in charge of business
- \_\_\_ F. If the applicant is or has been licensed under this chapter in another county:
  - (1) a list of each county in which the applicant holds a license; and
  - (2) a statement by the applicant, as of the date of the application, of any final judgments that have been unpaid for more than 30 days and that arose directly or indirectly from a bail bond executed by the applicant as a surety or as an agent for a surety
- \_\_\_ G. Criminal Background check performed through DPS (mail or website).
- \_\_\_ H. Designate form of \$50,000.000 security to be deposited if application is conditionally approved. (Circle one) Cash/Cashier’s Check/ Certificate of Deposit/ Real Estate/ Cash
- \_\_\_ I. Proof of completion of at least eight (8) hours of continuing legal education in Criminal Law courses or Bail Bond courses approved by the State Bar of Texas and offered by an accredited institution of higher education in the state. (Will be waived in accordance with Occupations Code, Chapter 1704.152(c)(1) for first year)
- \_\_\_ J. Submit documentary evidence that in the two (2) 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 )(example-job description)
- \_\_\_ K. Applicant’s declaration that the applicant will comply with this chapter and the rules adopted by the Board.

- \_\_\_\_L. A photograph of the applicant or if the applicant is a corporation, of the agent designated by the corporation in the application.
- \_\_\_\_M. A set of fingerprints of the applicant or if the applicant is a corporation, of the agent designated by the corporation in the application taken by a law enforcement officer designated by the Board.
- \_\_\_\_N. 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 Hopkins County Bail Bond Board as security upon tentative approval of the Application. The following shall be included for EACH parcel:
- (1) A legal description equivalent to the description required to convey the property by general warranty deed.
  - (2) Current (within 90 prior to application) statements from every taxing unity 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.
  - (4) A sworn statement from the Applicant agreeing not to further encumber the property after conveying it in trust to the Hopkins County Bail Bond Board without first notifying and obtaining in written permission of the Board.
  - (5) A sworn agreement from the Applicant that the Applicant will fully insure and keep current the insurance on all improvement 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.
  - (6) A current (within 90 days prior to application) appraisal made in accordance with Texas Occupations code, Chapter 1704.155(3)
  - (7) A sworn statement from Applicants Spouse, if any, agreeing to transfer to the Hopkins 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.
  - (8) Documentation of insurance on the property listing the name of the insurance company to confirm that the property is properly insured.

Date Application Prepared: \_\_\_\_\_ (Circle One) ORIGINAL or RENEWAL

Current License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**HOPKINS COUNTY BAIL BOND LICENSE APPLICATION  
FOR INDIVIDUAL**

**\*\*\*\*Note: You Must Submit One Original and 8 Copies to the Board Office\*\*\*\***

Date of Application: \_\_\_\_\_ New Application \_\_\_\_\_

Renewal \_\_\_\_\_

If renewal, please list number and expiration date: \_\_\_\_\_

**\*\*\*\*\*Please Provide Following Information for Background Check\*\*\*\*\***

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(First) (M) (Last) MM/DD/YYYY

Applicant's Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Sex: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Length of Residence in Texas: \_\_\_\_\_ U.S. Citizen: \_\_\_\_\_

Have you ever been convicted of a Felony or of a Misdemeanor involving moral turpitude: \_\_\_\_\_

If "Yes", give the date of conviction, the offense committed, the state where convicted, the court where tried, and the disposition: \_\_\_\_\_

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

**\*\*\*\*\***

Business Name (D.B.A.): \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

The following are names of all employees and agents actively engaged with the applicant in processing the giving or making of Bail Bonds within Hopkins County: \_\_\_\_\_

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

Please list any or all counties in which you have acted as a Bail Bond Surety within the last twelve months: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 in full giving details including State, County, Date, and Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 in full giving detail including County, Date, Reasons, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have at least one year of experience in the Bail Bond business in the last two years? \_\_\_\_\_

If "Yes", explain: \_\_\_\_\_  
\_\_\_\_\_

In the last two years, have you completed at least eight hours of Continuing Legal Education in Criminal Law Courses 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 \_\_\_\_\_

Do you have any outstanding Final Judgments against you individually or professionally that are older than thirty (30) days old and not on appeal: \_\_\_\_\_

If "Yes", provide the following information on each outstanding judgment, using the additional page: \_\_\_\_\_  
\_\_\_\_\_

County	Cause Number	Date of Judgment	Amount of Judgment
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total</b>			\$

## 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 Hopkins County Bail Bond Board or 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 Hopkins 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 Hopkins 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 Hopkins County Bail Bond Rules and Regulations:

- \_\_\_\_\_ Cash in the amount of Fifty Thousand Dollars (\$50,000.00)
  
- \_\_\_\_\_ A Cashier's 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 "Hopkins County Treasurer", in form which is acceptable to the Hopkins county Treasurer and the Hopkins County Bail Bond Board
  
- \_\_\_\_\_ A Certificate of Deposit 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 Hopkins County Treasurer, in the form which is acceptable to the Hopkins County Treasurer and the Hopkins County Bail bond Board
  
- \_\_\_\_\_ A Cash Equivalent, made out to the benefit of and solely payable to the County Treasurer of Hopkins County, Texas, and created in a form which is acceptable to the Hopkins county Treasurer and the Hopkins 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 Nonexempt Real Estate of a recently (within 90 days prior to this application) appraised 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 Hopkins County Treasurer and the Hopkins County Bail Bond Board may direct and approve

I further understand that any license issued by the Hopkins 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 Hopkins County Treasurer and the Hopkins county Bail Bond Board.

I, the undersigned Applicant, do certify that I have read and understand the Hopkins 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 \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, Affiant.  
Witness my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the County of \_\_\_\_\_, and the State of Texas

My Commission Expires: \_\_\_\_\_

State of Texas  
County of \_\_\_\_\_

The person whose signature appears above personally appeared before the undersigned, a Notary Public in and 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 representation herein 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 Texas

# PERSONAL FINANCIAL STATEMENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business of Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN#: \_\_\_\_\_

Married: \_\_\_\_\_ Unmarried: \_\_\_\_\_ Separated: \_\_\_\_\_ No. of Dependents \_\_\_\_\_

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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 question 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 PENALY FOR MISREPRESENTING INFORMATION ON THIS STAEMENT WILL BE DENIAL OF A BAIL BOND SURETY LICENSE. WITH KNOWLEDGE OF THIS PENALTY, I HERERBY 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

**ASSETS:**

Cash on hand in banks (schedule 1) \_\_\_\_\_  
U.S. Government Securities \_\_\_\_\_  
Accounts, loans, and notes receivable (Schedule 2) \_\_\_\_\_  
Cash surrender value of life insurance (Schedule 3) \_\_\_\_\_  
Other stocks and bonds (Schedule 4) \_\_\_\_\_  
Real Estate (Schedule 5) \_\_\_\_\_

**OTHER ASSETS:**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

(Continue on a separate page if necessary and attach hereto)

Total Other Assets \_\_\_\_\_

**TOTAL ASSETS** \_\_\_\_\_

**LIABILITIES AND NET WORTH:**

Notes payable to banks:  
    Secure (Schedule 1) \_\_\_\_\_  
    Unsecured (Schedule 1) \_\_\_\_\_

Notes payable to relatives \_\_\_\_\_

Accounts and notes payable to other \_\_\_\_\_

Rents and interest due \_\_\_\_\_

Taxes Due:  
    State \_\_\_\_\_  
    Federal \_\_\_\_\_  
Total Taxes Due \_\_\_\_\_

**Other Liabilities (Itemize)**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

(Continue on separate page if necessary and attach hereto.)

Total Other Liabilities \_\_\_\_\_

**TOTAL LIABILITIES** \_\_\_\_\_

**TOTAL NET WORTH** \_\_\_\_\_

**INCOME:**

Annual Salary                      Gross \_\_\_\_\_                      Net \_\_\_\_\_

(List Gross Amount)

Bonus & Commissions                      \_\_\_\_\_

Dividends & Interest                      \_\_\_\_\_

Real Estate Income (list):

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

Other Income (list):

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

**TOTAL INCOME** \_\_\_\_\_

**COMPARISON OF MONTHLY INCOME AND EXPENSES:**

Net monthly income (Income less taxes or other deductions from gross income) \_\_\_\_\_

Rent/Mortgage Payment \_\_\_\_\_

All Car, Boat, or R.V. payments \_\_\_\_\_

Food & Utilities \_\_\_\_\_

Incidentals \_\_\_\_\_

Average amount paid on open accounts \_\_\_\_\_

Other Monthly expenses \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

**DIFFERENCE BETWEEN INCOME AND EXPENSES** \_\_\_\_\_

**CONTINGENT LIABILITIES**

Co-Endorser or co-maker (identify) \_\_\_\_\_

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

On lease or contracts (identify) \_\_\_\_\_

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

Legal Claims

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Provisions for federal income tax

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Other special debts (list)

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**SCHEDULE 1**

Banking Relations. (A list of all my financial institutions including checking, savings, loans, etc.)

Name and Location	Type (See ledger)	Cash Balance	Maturity (CD)

- Ledger
- C.D. Certificate of Deposit
  - T.D. Time Deposit
  - CH. Checking
  - SV. Savings
  - O.A. Other Deposit Account







**SCHEDULE 5**

All Real Property owned by me:

1. Exempt from Forced Sale:

Legal Description, Volume and Page	Address	Purchase Price	Appraised Value	Present Liens/Encumbrances

2. NOT exempt from Forced Sale:

Legal Description, Volume and Page	Address	Purchase Price	Appraised Value	Present Liens/Encumbrances

**CONSENT FOR RELEASE OF FINANCIAL INFORMATION AND RECORDS.**

I, \_\_\_\_\_, Social Security Number \_\_\_\_\_ - \_\_\_\_\_, do hereby consent to the release of any and all financial information and records, including but not limited to accounts, notes, liens, and/or guaranties, by any bank or other financial institution, to the Sheriff of Hopkins County, Texas.

This consent for release of the above listed information and records, extends to any bank or any other institution or person with whom the undersigned has engaged in any financial transactions, business, or activities.

The undersigned further consents to execute any other documents which any bank, or any other institution or person with whom the undersigned has engaged in any financial transactions, business, or activities, might require for the release of such financial information and records.

A copy of this authorization shall be considered as valid as the original.

SIGNED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

THE STATE OF TEXAS     \*  
COUNTY OF \_\_\_\_\_    \*

BEFORE ME,     the undersigned authority, on this date personally appeared \_\_\_\_\_, who acknowledged to me that he/she executed the foregoing Consent for Release of Financial Information and Records for the purposes therein expressed, and in the capacity therein stated.

WITNESS MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission Expires:  
\_\_\_\_\_