



**SMITH COUNTY BAIL BOND BOARD  
APPLICATION FOR CORPORATE LICENSEE**

[Pursuant to the Texas Occupation Code Chapter 1704 and the Rules and Regulations of the Smith County Bail Bond Board]

**DATE OF APPLICATION:** \_\_\_\_\_ **CIRCLE ONE: ORIGINAL OR RENEWAL**

**LICENSEE:** \_\_\_\_\_ **LICENSE NO. (RENEWAL):** \_\_\_\_\_

**IF RENEWAL AND APPLICANT HAS BEEN LICENSED FOR AT LEAST EIGHT CONSECUTIVE YEARS, PLEASE SPECIFY REQUEST FOR 2 OR 3 YEAR LICENSE** \_\_\_\_\_

**D/B/A** \_\_\_\_\_ **LICENSE EXPIRATION DATE:** \_\_\_\_\_

**SECTION I**

**CHECK LIST OF DOCUMENTS REQUIRED AT TIME OF SUBMITTING APPLICATION**

(NOTE: PHRASE "EXECUTING AGENT " IS USED SAME AS "PERSON IN CHARGE")

(RENEWAL APPLICANTS — OMIT DOCUMENTS MARKED WITH AN "\*" )

**Enclose a numerical index (with tabs) in the same order as the checklist listing the contents only**

1. Original Completed Application with twelve (12) copies.
2. \$500.00 filing fee — Cashier's Check, Certified Check or Money Order made payable to the **Smith County Treasurer**. This fee is not refundable if new or renewal license is not approved.
3. Current, Complete, Sworn Financial Statement and Supporting Documentation.
4. Copy of Assumed Name Certificate. The original of which has been filed with the Smith County County Clerk's Office.
5. 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.
6. \* Two recent passport-size photos of executing agent.
7. \* Full set of Fingerprints of executing agent.
8. \* Signature card from executing agent.
9. Documentation Verifying that, in the two years preceding the date the license application is filed, the agent has been continuously employed by an active licensed bondsman for at least one year and for not less than 30 hours per week, excluding annual leave, and has performed duties that encompass all phases of the bonding business.
10. Documentation Verifying Completion of at least eight (8) hours of continuing legal education in Criminal Law or Bail Bond Law Courses within the last two (2) years. Copy of the agent's approved PBT Texas Bail Bond Course Certificate.
11. List of all outstanding bonds and outstanding bond forfeitures for bonding agent in Smith County(for Renewal Applications only)
12. DPS Criminal histories for applicant and all employees (original only, no copies required)

13. Letters from all counties that the corporation has a bail bond license in, showing that the corporation is in good standing. These letters should not be older than ninety (90) days at the time of filing this application.
14. \* Copy of the "Certificate of Authority" to do business in the State of Texas. Issued by the State Board of Insurance and Secretary of State.
15. Copy of "Power of Attorney" appointing bonding agent for whom application is made to act on behalf of the corporate applicant (original to be filed with Smith County Clerk).
16. Collateral log.
17. \* After Board has approved issuance of this license, corporate licensee must deposit with the County Treasurer a Cashier's Check, CD or Cash in an amount of at least \$50,000 from a bank with a branch in Smith County.
18. Properly and fully completed typed application filed timely with the Board's Coordinator.

**ALL REQUIRED DOCUMENTS MUST BE TURNED IN WITH THIS APPLICATION  
 NO INCOMPLETE APPLICATION WILL BE ACCEPTED  
 THIS SECTION FOR BOARD USE ONLY**

**DATE AND TIME RECEIVED BY BOARD'S COORDINATOR** \_\_\_\_\_  
**SUBMITTED BY** \_\_\_\_\_  
**RECEIVED & CHECKED BY** \_\_\_\_\_  
**COMMENTS** \_\_\_\_\_

SECTION II

1. NAME OF CORPORATE SURETY: \_\_\_\_\_

HOME OFFICE ADDRESS: \_\_\_\_\_

CITY, STATE, AND ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

2. FULL NAME OF LOCAL SUPERVISING AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, AND ZIP: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

3. TEXAS AGENT FOR SERVICE PROCESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, AND ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

4. IS THIS CORPORATION CHARTERED OR ADMITTED TO DO BUSINESS IN THE STATE OF TEXAS? YES \_\_\_ NO \_\_\_ YEAR CHARTERED \_\_\_\_\_ IF "NO" EXPLAIN.

5. IS THIS CORPORATION QUALIFIED TO WRITE FIDELITY, GUARANTEE, SURETY BONDS UNDER THE TEXAS INSURANCE CODE, AS AMENDED? YES \_\_\_ NO \_\_\_ IF "NO" EXPLAIN. \_\_\_\_\_

6. D/B/A OR NAME UNDER WHICH THIS BONDING COMPANY BUSINESS WILL BE CONDUCTED : \_\_\_\_\_ DATE SAME FILED: \_\_\_\_\_

7. FULL NAME OF EXECUTING AGENT: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_  
DRIVER'S LICENSE OR TEXAS ID CARD NUMBER: \_\_\_\_\_  
OFFICE ADDRESS: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

8. HAS THE EXECUTING AGENT 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.

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

9. IS THE CORPORATION, BONDING AGENT OR EMPLOYEES INVOLVED IN ANY CIVIL LITIGATION AT THIS THIS TIME? YES \_\_\_ NO \_\_\_ IF "YES" EXPLAIN: (COUNTY, DATE AND REASON)

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

10. HAS THE CORPORATION OR EXECUTING AGENT EVER BEEN DENIED OR REFUSED A BAIL BOND LICENSE OR HAS EITHER HAD A BAIL BOND LICENSE SUSPENDED OR REVOKED BY ANY BAIL BOND BOARD IN THE STATE OF TEXAS? YES \_\_\_ NO \_\_\_ IF "YES" EXPLAIN: (COUNTY, DATE AND REASON)

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

11. LIST ALL TEXAS COUNTIES THAT THE CORPORATION HAS A BAIL BOND LICENSE IN.

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

12. HAS THIS EXECUTING AGENT EVER WORKED FOR OR OWNED A BAIL BOND COMPANY?  
 YES \_\_\_ NO \_\_\_ IF YES, GIVE NAME(S), DATE(S), AND COUNTY:

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13. LIST ALL EMPLOYEES THAT ARE GOING TO WORK FOR OR THAT ARE NOW WORKING FOR THIS COMPANY.

Name	DOB	SSN	DL# or TX ID	Address

14. LIST ALL BAIL BOND FINAL JUDGMENTS BY AGENT’S LICENSE NUMBER THAT THIS CORPORATION IS LIABLE FOR AS OF DATE OF THIS APPLICATION. (GIVE INFORMATION IN THE FOLLOWING FORMAT)

County	Court	Case#	Defendant’s Name	Judgment Date	Liability

TOTAL NUMBER OF FINAL JUDGMENTS: \_\_\_\_\_

TOTAL FINAL JUDGMENT LIABILITY: \_\_\_\_\_

15. HAS APPLICANT, IN THE 2 YEARS PRECEDING THE DATE THIS APPLICATION IS FILED, (A) HAD AT LEASE 1 YEAR OF CONTINUOUS WORK EXPERIENCE IN THE BAIL BOND BUSINESS AND (B) COMPLETED AT LEASE 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 \_\_\_

SECTION III

IN CONSIDERATION OF GRANTING THIS BAIL BOND LICENSE AND IN ORDER TO INSURE PAYMENT OF ANY AND ALL OBLIGATIONS INCURRED BY THIS CORPORATION DUE TO THIS LICENSE, THE CORPORATION WILL DEPOSIT WITH THE SMITH COUNTY TREASURER THE SECURITY IN THE AMOUNT AS INDICATED BELOW. ANY CERTIFICATE OF DEPOSIT, LETTER OF CREDIT OR CASHIER'S CHECK MUST BE FROM A FEDERAL INSURED FINANCIAL INSTITUTION TOTALING A MINIMUM OF \$50,000.

U.S. CURRENCY: \_\_\_\_\_

CASHIER'S CHECK: \_\_\_\_\_

CERTIFICATE OF DEPOSIT: \_\_\_\_\_ CD NUMBER: \_\_\_\_\_

BANK NAME AND LOCATION: \_\_\_\_\_

\_\_\_\_\_

AFFIDAVIT

THE UNDERSIGNED OFFICER OF THE NAMED CORPORATION HEREBY CERTIFIES THAT HE/SHE HAS READ THIS APPLICATION AND STATES THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, WITHOUT ANY MATERIAL OMISSIONS, TO THE BEST OF HIS/HER KNOWLEDGE.

\_\_\_\_\_  
(DATE SIGNED)

\_\_\_\_\_  
(SIGNATURE OF CORPORATE OFFICER)

\_\_\_\_\_  
(PRINT NAME OF CORPORATE OFFICER SIGNING, TITLE AND OFFICE HELD)

\_\_\_\_\_  
(PRINT CORPORATION'S FULL NAME)

SUBSCRIBED AND SWORN TO BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

BY \_\_\_\_\_, APPLICANT-AFFIANT.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR

COUNTY OF \_\_\_\_\_

STATE OF \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_

THE STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

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 FOLLOWING INSTRUMENT, AND ACKNOWLEDGED TO BE THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

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

MY COMMISSION EXPIRES: \_\_\_\_\_