

INDIVIDUAL SURETY LICENSE APPLICATION

COMAL COUNTY BAIL BOND BOARD
COMAL COUNTY SHERIFF'S OFFICE
NEW BRAUNFELS, 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 _____

_____ FOR BOARD USE ONLY. DO NOT WRITE BELOW THIS LINE. _____

Application Received by: _____ Date: _____

\$500.00 Fee Paid? (Circle One) Yes / No

Assumed Name (D.B.A.) filed of record with Comal County Clerk: _____

Outstanding un-satisfied forfeitures of judgments: _____

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

Application approval granted by board and license issued on: _____

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

DO NOT WRITE ABOVE THIS LINE

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 “Comal County Bail Bond Board”.
- _____ C. A complete and **sworn** financial statement within 90 days prior to application. Exhibit “K”
- _____ D. A 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. Exhibit “L”
- _____ F. Signed original letter of good standing, dated within 90 days prior to the filing of this application, from the bail bond board or bonding authority of each Texas county in which the applicant has ever been licensed.
- _____ G. Designate form of \$50,000.00 security to be deposited if application is approved. (Circle One) Cash / Cashier’s Check / Certificate of Deposit / Real Property / Cash Equivalent
- _____ H. 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 accredited institution of higher education in the state.
- _____ I. 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 (example: job description).(New Applicants Only)
- _____ K. 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 Comal 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. Exhibits “A”, “B” & “C” **Revised 02/09/2010
 - (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. Exhibits “D”, “E” & “F”
 - (3) A sworn statement from the applicant agreeing to keep all taxes paid on the property while it remains in trust. Exhibit “N”

- (4) A sworn statement from the applicant agreeing not to further encumber the property after conveying it in trust to the Comal County Bail Bond Board without first notifying and obtaining the written permission of the board. Exhibit "P"
- (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. Exhibit "O"
- (6) A current (within 90 days prior to application) appraisal made in accordance with Texas Occupations Code, Chapter 1704.155(3). Exhibits "G", "H" & "I"
- (7) A sworn statement from applicants spouse, if any, agreeing to transfer to the Comal 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. Exhibit "J"
- (8) Documentation of insurance on the property listing the name of the insurance company to confirm that the property is properly insured. Exhibit "M"

_____ L. Notarized designation of homestead and non- homestead affidavit and proof of the existence of a homestead other than the property pledged to the bail bond board. Exhibit "Q"

_____ M. Individual surety's agent's application. Appendix "C" (If applicable)
 Along with a certified criminal history record from both DPS and FBI/national record.

_____ N. Upon approval, each licensee shall be assigned a license number. All licenses and official identification cards shall be obtained from the Comal County Sheriffs Office. The licensee must contact the Comal County Sheriffs Office for an available time at 830-620-3400.

Date Application Prepared: _____ (Circle One) ORIGINAL or RENEWAL

Current License Number: _____ Expiration Date: _____

APPENDIX "A"

ORIGINAL APPLICATION FOR ISSUANCE OF BONDSMAN LICENSE

ATTACH PAGES AS NEEDED TO FULLY ANSWER EACH QUESTION

1. Individual Applicant Name: _____ Age: _____
Social Security Number (optional): _____ Drivers 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 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 Comal 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 bond 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 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 any other county.

19. Attach all additional pages and required documents following this page and make a complete list below of each document attached and made a part of this application:

ATTACH ALL THREE PAGES OF APPLICANT OATH FOLLOWING ALL OTHER

ATTACHMENTS LISTED ABOVE

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 Comal County Bail Bond Board of its designee to make a thorough and complete investigation of the facts and assertions 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 Comal 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 his 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 Comal 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 Comal 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 Comal County Treasurer, in form which is acceptable to the Comal County Treasurer and the Comal 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 Comal County Treasurer, in the form of which is acceptable to the Comal County Treasurer and the Comal County Bail Bond Board.

_____ A Cash Equivalent, made out to the benefit of and solely payable to the County Treasurer of Comal County, Texas and created in a form which is acceptable to the Comal County Treasurer and the Comal 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 recently 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 Comal County Treasurer and the Comal County Bail Bond Board may direct and approve.

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

I, the undersigned Applicant, do certify that I have read and understand the Comal 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 me before 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 State of _____

My Commission Expires: _____

State of _____

County of Comal _____

The person whose signature appears above personally before the undersigned, a Notary Public in an for the above names County and State, on the day and date above names, 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 Notorial Seal

Notary Public in and for

The County of _____

The State of Texas _____

10. The Corporation has unsatisfied judgments pending against it. YES NO

If yes, following is a description of the judgment(s). (Attach separate sheet if necessary.)

CAUSE NO.	STYLE	COUNTY	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____

11. The Corporation will comply with the Bail Bond Board Act and the rules of the Comal County Bail Bond Board.

12. The Corporation has been licensed under the Bail Bond Board Act in another County.
YES NO

13. If answer to #12 was "YES", the Corporation shall submit as an exhibit to the application a statement that the Corporation is in good standing in each County where it is licensed.

14. The Corporation shall furnish to the Comal County Sheriff a cashier's check, certificate of deposit, or cash as required in Texas Occupations Code, Chapter 1704.160 (b) to satisfy any final judgment of forfeiture that may be made on any bonds on which the corporate licensee is surety.

15. The Corporation has filed with the office of the Comal County Clerk a power of attorney designating and authorizing the named agent of the Corporation to execute bail bonds.

16. This application is accompanied by a fee of \$500.00.

_____ OR _____
 Applicant Authorized Officer for Corporation
 (Agent of Corporation through
 Power of Attorney)

SUBSCRIBED AND SWORN TO before me, the undersigned authority, this _____
Day of _____, 20_____.

 Notary Public
 The State of _____
 My commission expires: _____

APPENDIX C
APPLICATION FOR AGENT IDENTIFICATION CARD

I, _____, am a licensee in good standing with the Comal County Bail Bond Board. I request that an identification card be issued for _____ to act as agent for _____.

By this application I agree that if the identification card is issued that the rights and privileges granted by the issuance of the identification card shall be immediately suspended and shall remain suspended as provided by the Rules and Regulations of the Board if after the issuance of the identification card an indictment is returned or an information and complaint are filed charging the agent with the commission of a felony offense or of an offense involving moral turpitude as provided in said Regulations. I further agree to surrender the said identification card to the Secretary of the Board upon notice of the institution of such charges.

(LICENSEE)

I, _____ do hereby swear upon oath that I have not been convicted of a felony offense or of a misdemeanor involving moral turpitude within the previous 10 years. ****Effective 11/12/10**** I agree that a criminal history check may be run, and I agree that the Board may consider same in the issuance or denial of a license, or in the revocation of a license. **I agree to furnish the licensee in good standing with the Board any information necessary to conduct a criminal history for the Board's consideration.** I further swear that to my knowledge there are no such charges currently pending against me. I further acknowledge and agree to all the provisions of the Rules and Regulations of the Comal County Bail Bond Board respecting the issuance of this identification card including the provisions for the automatic suspension of such card and the surrender of the same as provided therein.

****Revised 05/13/2016****

(SIGNATURE OF AGENT)

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and who having been by me duly sworn, deposes and says that the statements made by him in the above application are true and correct.

GIVEN under my hand and seal of office this the _____ day of _____, _____.

Notary Seal

Notary Public In and For
State of Texas

NOTE: This application requires agents to submit a certified criminal history record from both DPS and FBI/national record. **Revised 05/13/16)

*****Added 10/08/2010 ** If an agent application is denied for any reason the applicant cannot reapply for a minimum of 3 months from date of denial.***

EXHIBIT J

SPOUSE’S SWORN STATEMENT

This is to certify that my spouse, _____, is authorized as managing community property owner, to make all transfers of community property necessary to secure the business known as _____, specifically in regards to the following real property:

(Signature)

State of Texas
County of _____

This instrument was acknowledged before me this ____ day of _____, 20____,

By _____.

___ Personally known or Produced _____ as identification.

(Notary signature)

(Notary printed name)

Notary Public, State of Texas

EXHIBIT N

STATE OF TEXAS

COUNTY OF _____

I, _____, AGREE TO KEEP ALL TAXES PAID ON THE FOLLOWING DESCRIBED PROPERTY WHILE IT REMAINS IN TRUST:

(Signature)

State of Texas
County of _____

This instrument was acknowledged before me this _____ day of _____, 20____, by _____.

____ Personally known

____ Produced _____ as identification.

(Notary Signature)

(Notary printed name)
Notary Public, State of Texas

EXHIBIT O

STATE OF TEXAS

COUNTY OF _____

I, _____, AGREE TO FULLY INSURE AND KEEP CURRENT THE INSURANCE ON ALL IMPROVEMENTS ON THE PROPERTY DESCRIBED AS FOLLOWS:

AGAINST ANY DAMAGE OR DESTRUCTION WHILE THE PROPERTIES REMAIN IN TRUST FOR THE FULL AMOUNT OF THE VALUE CLAIMED FOR THE IMPROVEMENTS.

(Signature)

State of Texas
County of _____

This instrument was acknowledged before me this _____ day of _____, 20____, by _____.

____ Personally known

____ Produced _____ as identification.

(Notary Signature)

(Notary printed name)
Notary Public, State of Texas

EXHIBIT P

STATE OF TEXAS

COUNTY OF _____

I, _____, AGREE NOT TO FURTHER
ENCUMBER THE PROPERTY CONVEYED IN TRUST TO THE COMAL
COUNTY BAIL BOND BOARD AND DESCRIBED AS FOLLOWS:

WITHOUT FIRST NOTIFYING AND OBTAINING THE WRITTEN
PERMISSION OF THE BOARD.

(Signature)

State of Texas
County of _____

This instrument was acknowledged before me this _____ day of
_____, 20____, by _____.

____ Personally known

____ Produced _____ as identification.

(Notary Signature)

(Notary printed name)
Notary Public, State of Texas

EXHIBIT Q

STATE OF TEXAS

COUNTY OF _____

Affidavit
Designation of Homestead

Please be advised that I, _____, designate my homestead as
_____.

(Address, city, state, zip)

The following properties are not homestead:

(Signature)

State of Texas
County of _____

This instrument was acknowledged before me this _____ day of
_____, 20_____, by _____.

____ Personally known

____ Produced _____ as identification.

(Notary Signature)

(Notary printed name)

Notary Public, State of Texas