

Appendix A

Agenda Item Request Form

Hays County Bail Bond Board

0830 a.m. Every 3rd Friday of the Month

Request forms are due in the Secretary's office

No later than 12:00 noon (10 working days prior to the posting of board agenda, *which is the Tuesday before the 3rd Friday's meeting*)

Phone (512) 878-6780 Fax (512) 393-7354

Agenda Item:

Consent, Action, Executive Session, Etc.-

Meeting Date Requested:

Requested By:

Summary:

Agenda Item-Approved By:

(Board Member)

Appendix B



Hays County Bail Bond Board Hays County, Texas

_____ Bail Bond Co.

Case Status Request

Defendants Name: _____ DOB: _____

Bond Date: _____ Bond Amount: _____

Agency Case #: _____ Cause Number: _____

Charge: _____ (Felony/Misdemeanor)

Please indicate case status by checking the appropriate box.

☐

Case Declined by Hays County District Attorney
Decline Date: _____

☐

Case Routed Down to Misdemeanor, Case # _____

☐

Other Reasons for Disposal (please specify)

☐

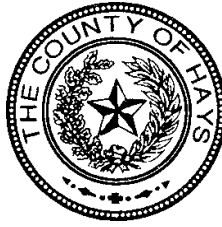
Case Still Pending

Signature (Assistant DA or Legal Asst)

Date

Date Request Submitted

Appendix C



Hays County Bail Bond Board Complaint Form

Complaints against a bonding company can be made by submitting a complaint form to the Secretary of the Hays County Bail Bond Board. All sworn complaints involving violations of the Hays County Bail Bond Board Rules and Regulations, as well as any violation of the Texas Occupations Code, Chapter 1704 will be investigated. Please complete the attached documents and submit the original to:

**Lt. Erica Hernandez, Secretary
Hays County Bail Bond Board
c/o Bail Bond Board Complaints
1307 Uhland Road
San Marcos, Texas 78666**

If you have any additional questions concerning the complaint process you may contact staff support, Lt. Erica Hernandez at (512) 878-6780.

COMPLAINT

NO. _____

HAYS COUNTY BAIL BOND BOARD

TO BE COMPLETED BY THE COMPLAINANT:

COMPLAINANT'S NAME AND/OR FIRM NAME:

ADDRESS _____

PHONE NUMBER: _____

TO BE COMPLETED BY THE SECRETARY OF THE BAIL BOND BOARD:

COMPLAINT RECEIVED ON _____, 20____.

SECRETARY, HAYS CO. BAIL BOND BOARD

COMPLAINT DELIVERED TO THE DISTRICT ATTORNEY ON _____

**COMPLAINT MAILED TO BONDSMAN (OR OTHER PARTY) BY CERTIFIED
MAIL, RETURN RECEIPT REQUESTED CERTIFICATE NUMBER**

ON: _____, 20____.

SECRETARY, HAYS CO. BAIL BOND BOARD

COMPLAINT

STATE OF TEXAS

§ § §

COUNTY of HAYS

_____, HEREINAFTER called COMPLAINANT, being duly sworn,
on his oath deposes and says that:

BONDSMAN / OTHER PARTY (NAME) _____

ADDRESS _____

PHONE NUMBER _____

(Please explain your complaint in detail, giving names, dates and locations of the actions which
violate the occupations code or the Local Rules. Attach additional pages if needed.)

SIGNED _____, COMPLAINANT

SUBSCRIBED AND SWORN TO BEFORE ME ON _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

Appendix D



County of Hays
OFFICE OF THE SHERIFF

Gary Cutler, Sheriff

Bail Bondsman's Criminal History Check Release Form

Name: _____
Address: _____
Identifiers: _____
DOB: _____
SSN#: _____
TDL# _____
Telephone: _____

I, _____, give my permission to the Hays County Sheriff's Office to run a criminal history background check.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

Appendix E

Final Judgment Disclosure Form

[illegible]

Appendix F

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

ASSETS (Omit Cents)			LIABILITES (Omit Cents)		
Cash in Banks (See Schedule 1)			Notes Payable to the Bank (See Schedule 6)	UNSECURED	
				SECURED	
Securities (See Schedule 2)	MARKETABLE		Notes Payable to Other Banks (See Schedule 6)	UNSECURED	
	UNMARKETABLE			SECURED	
	RESTRICTED OR CONTROL STOCK			Other Notes or Accounts Payable (See Schedule 6)	
Real Estate (See Schedule 6)	REAL ESTATE OWNED		Mortgages Payable (See Schedule 8)	REAL ESTATE OWNED	
	HOMESTEAD			HOMESTEAD	
	PARTIAL INTEREST IN R/E			PARTIAL INTEREST IN R/E	
Accounts Receivable (See Schedule 3)			Due to Brokers		
Notes Receivable (See Schedule 4)			Taxes Owing	Income Taxes	
				Other Taxes	
Cash Value of Life Insurance-Net (See Schedule 4)			Due on Automobiles		
Automobiles (See Schedule 5)			Other Liabilities (Itemize)		
Other Personal Property					
Other Assets (Itemize)					
Total Assets			Total Liabilities		
			Net Worth (Total Assets Minus Total Liabilities)		
			Total Liabilities and Net Worth		

Annual Income (Refer to Federal Income Tax Returns for Previous Year) DO NOT INCLUDE INCOME DERIVED FROM ALIMONY, CHILD SUPPORT, OR SEPARATE MAINTENANCE PAYMENTS		Contingent Liabilities DO YOU HAE ANY CONTINGENT LIABILITIES? (If Yes, summarize below and give details on page 8)	
Salary or Wages		As Endorser or Co maker	
Bonus and Commissions		As Guarantor	
Dividends and Interest		On Leases or Contracts	
Rentals (Net or Related Expenses)		Legal Claims or Judgments	
Other Business or Investment Income (Describe)		Other Obligations or Special Expenses (Alimony, Child Support, Separate, Maintenance, etc.)	
		Loans Applied for (Application Pending)	
Total Income			
Amount of Income Tax Paid Last Year		Total Contingent Liabilities	

[illegible]

Schedule 2 – Stock and Bonds

[illegible]

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

Schedule 3 – Notes and Accounts Receivable (Including Real Estate)

[illegible]

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

[illegible]

Schedule 5 – Automobiles

[illegible]

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)	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

[illegible]

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 2.

Please list any prior liens that exist on any real estate notes listed on schedule 3, page 4. (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

Appendix G



HAYS COUNTY MONTHLY BAIL BOND REPORT

Bond Company's Name: _____
Address: _____
City, State, Zip: _____
Report Period: _____ To _____
Month/Day/Year Month/Day/Year

Reports must be posted by the 10th of each month and should include all bond activity occurring between the 1st and last day of the preceding month.

1. Total number of bond written during period	_____	Felony	+	_____	Misdemeanor	=	_____	Total
2. Total money amount on bonds written during period:	_____							
3. Number of Judgments entered during period:	_____							
4. Number of Final Judgments entered during period:	_____							
5. Total money amount paid to Hays County for Final Judgments of Forfeiture during period (this includes settlements):	_____							
6. Total money amount remitted back to Bond Company after entry of Final Judgments of Forfeiture during period (this includes settlements):	_____							
7. Total money amount on outstanding bound in Hays County:	_____							
8. Total money amount on bonds outside of Hays County:	_____							



HAYS COUNTY MONTHLY BAIL BOND REPORT

9. Total money amount for
Judgments Nisi outside of Hays
County:

10. Total money amount of bonds
released during period:

11. The \$ amount of bonds released
during period that were also posted
during the same period:

A. Balance of Writing Ability at
beginning of period:

B. Balance of Writing Ability at end
of period:

C. Amount of new collateral posted
during period:

Appendix H

Cause/Agency Case No.: _____

ORIGINAL CHARGE: _____

THE STATE OF TEXAS

v.

(D/O/B: _____)

§ ☐ FELONY IN THE DISTRICT COURT
§
§ _____ JUDICIAL DISTRICT
§
§ ☐ MISDEMEANOR
§ IN THE COUNTY COURT
§ AT LAW
§ HAYS COUNTY, TEXAS

AFFIDAVIT OF RELEASE OF SURETY

TX CCP 17.16 (a) A surety may before forfeiture relieve the surety of the surety's undertaking by: (2) delivering to the sheriff of the county in which the prosecution is pending and to the office of the prosecuting attorney an affidavit stating that the accused is incarcerated in federal custody, in the custody of any state, or in any county of this state.

State of Texas, County of Hays

Before me, the undersigned authority, on this day personally appeared _____ d/b/a

_____, who being duly sworn according to law, on oath states:

"My name is _____ licensed agent of _____.
I am of sound mind and capable of making this affidavit. I am personally acquainted with the facts stated in this Affidavit and they are true and correct of my own personal knowledge. I hereby state the following:

"As surety, I posted a bond in the amount of \$ _____ on the defendant's behalf on _____.

"The defendant is currently incarcerated in _____. The defendant was
incarcerated on _____.

"This bond is not the subject of a forfeiture and no forfeiture proceeding is pending at this time.

"Pursuant to Article 17.16(f) of the Texas Code of Criminal Procedure, I acknowledge and certify that a copy of the affidavit of incarceration was delivered to the office of the prosecuting attorney. _____ (Agent's Initials)

"I am submitting this affidavit pursuant to Code of Criminal Procedure, Article 17.16 so that I may be relieved as surety on the defendant's bond in the above-entitled and numbered cause. I am requesting that the Sheriff verify the incarceration as set out above."

X _____ / _____ / _____
(Printed name of licensed agent) (Mailing address)

SHERIFF'S USE ONLY

Sheriff's Verification

I have verified on _____ that the above Defendant is:

_____ Incarcerated as Reported
_____ Not Incarcerated
_____ Released on: _____ Time: _____ AM/PM

Comments: _____

Verified by: _____

17.16(b) the sheriff of the county in which the prosecution is pending shall verify whether the accused is incarcerated as stated in the affidavit. If the sheriff verifies the statement in the affidavit, the sheriff shall notify the magistrate before which the prosecution is pending of the verification.

Received on: _____

(Phone number)

Notary Public for the State of Texas
Subscribed and sworn to before me on the
_____ day of _____, 20____
certify which witness my hand and official
seal.

NOTARY STAMP

Cause/Agency Case No.: _____

ORIGINAL CHARGE: _____

THE STATE OF TEXAS

v.

(D/O/B: _____)

§ ☐ FELONY IN THE DISTRICT COURT
§
§
§ _____ JUDICIAL DISTRICT

§ ☐ MISDEMEANOR
§ IN THE COUNTY COURT
§ AT LAW
§ HAYS COUNTY, TEXAS

ORDER OF DISCHARGE OF SURETY

On this day the Court has reviewed the foregoing Affidavit of Surety and Verification of Sheriff. Pursuant to the provisions of the Code of Criminal Procedure, Article 17.16 the Surety _____ D/B/A _____ is hereby discharged and absolved of liability in this matter.

The Court further finds that the Clerk of the Court is ordered to;

☐ ISSUE A CAPIAS for the purpose of taking the Defendant into custody and /or for the Sheriff to place a detainer against the Defendant. *TX CCP (c) On a verification described by this article, the sheriff shall place a detainer against the accused with the appropriate officials in the jurisdiction in which the accused is incarcerated. On receipt of notice of a verification described by this article, the magistrate before which the prosecution is pending shall direct the clerk of the court to issue a capias for the arrest of the accused. An active warrant or capias is necessary for the Sheriff to place a detainer on the wanted person.*

☐ ISSUANCE OF A CAPIAS IS UNNECESSARY. For one of the following reasons

TX CCP 17.16 (d) A capias for the arrest of the accused is not required if:

- (1) a warrant has been issued for the accused's arrest and remains outstanding; or*
- (2) the issuance of a capias would otherwise be unnecessary for the purpose of taking the accused into custody.*

Signed on this the _____ day of _____, 20__.

Judge/Magistrate

Affidavit and Certification Reviewed and
Approved by:

Asst. Criminal District Attorney
Hays County, Texas

Appendix I

Cause/Agency Case No.: _____

ORIGINAL CHARGE: _____

THE STATE OF TEXAS

v.

(D/O/B: _____)

§ ☐ FELONY IN THE DISTRICT COURT
§
§ _____ JUDICIAL DISTRICT
§
§ ☐ MISDEMEANOR
§ IN THE COUNTY COURT
§ AT LAW
§ HAYS COUNTY, TEXAS

AFFIDAVIT FOR SURETY TO OBTAIN A WARRANT

Art. 17.19. SURETY MAY OBTAIN A WARRANT. (a) Any surety, desiring to surrender his principal and after notifying the principal's attorney, if the principal is represented by an attorney, in a manner provided by Rule 21a, Texas Rules of Civil Procedure, of the surety's intention to surrender the principal, may file an affidavit of such intention before the court or magistrate before which the prosecution is pending. (c) If the court or magistrate before whom the prosecution is pending is not available, the surety may deliver the affidavit to any other magistrate in the county and that magistrate, on a finding of cause for the surety to surrender the surety's principal, shall issue a warrant of arrest for the principal.

State of Texas, County of Hays

Before me, the undersigned authority, on this day personally appeared licensed agent _____ of
d/b/a or corporation _____, who being duly sworn according to law, on oath states:

"I am of sound mind and capable of making this affidavit. I am personally acquainted with the facts stated in this Affidavit and they are true and correct of my own personal knowledge. I hereby state the following:

"As surety, I posted a bond in the amount of \$ _____ on the defendant's behalf on _____".

This bond is not the subject of a forfeiture and no forfeiture proceeding is pending at this time.

Pursuant to Article 17.19(a)(6) of the Texas Code of Criminal Procedure, I acknowledge and certify that principal's attorney, if the principal is represented by an attorney, HAS BEEN NOTIFIED in a manner provided by Rule 21a, Texas Rules of Civil Procedure. _____ (Agent's Initials)

I am submitting this affidavit pursuant to Code of Criminal Procedure, Article 17.19 and say that for the following reasons the court should find good cause to release surety. [Details of reasoning to court:]

X _____

(Printed name of licensed agent)

(Mailing address and phone number)

Subscribed and sworn to before me on the _____ day of _____,
20____ certify which witness my hand and official seal.

Notary Public for the State of Texas

NOTARY STAMP

TX CCP 17.19(b) In a prosecution pending before a court, if the court finds that there is cause for the surety to surrender the surety's principal, the court shall issue a capias for the principal. In a prosecution pending before a magistrate, if the magistrate finds that there is cause for the surety to surrender the surety's principal, the magistrate shall issue a warrant of arrest for the principal.

Cause/Agency Case No.: _____

ORIGINAL CHARGE: _____

THE STATE OF TEXAS

v.

(D/O/B: _____)

§ ☐ FELONY IN THE DISTRICT COURT
§
§
§ _____ JUDICIAL DISTRICT
§
§ ☐ MISDEMEANOR
§ IN THE COUNTY COURT
§ AT LAW
§ HAYS COUNTY, TEXAS

ORDER FOR SURETY TO OBTAIN A WARRANT

On this day the Court has reviewed the foregoing Affidavit of Surety. Pursuant to the provisions of the Code of Criminal Procedure, Article 17.19 the Surety _____
D/B/A _____ has good cause to surrender the surety's principal.

The Court further finds that the Clerk of the Court is ordered to;

- ☐ ISSUE A CAPIAS for the purpose of taking the Defendant into custody *[if prosecution pending before a court]*.
- ☐ ISSUE A WARRANT for the purpose of taking the Defendant into custody *[if prosecution pending before a magistrate]*.
- ☐ DENIED

Signed on this the _____ day of _____, 20____.

Judge/Magistrate

Affidavit Reviewed and Approved by:

Asst. Criminal District Attorney
Hays County, Texas

Appendix J

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.

19. If you intend to use real property as security, has the property's title ever been insured.

Yes_____ No_____ If "Yes", please set forth the name, address and telephone number to the title insurance company, and the date or dates the property's title was insured.

20. 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:

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 and for the above named County and State, on the day and date above named, and acknowledged the execution of the foregoing instrument to be 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

ASSETS (Omit Cents)			LIABILITIES (Omit Cents)		
Cash in Banks (See Schedule 1)			Notes Payable to the Bank (See Schedule 6)	UNSECURED	
				SECURED	
Securities (See Schedule 2)	MARKETABLE		Notes Payable to Other Banks (See Schedule 6)	UNSECURED	
	UNMARKETABLE			SECURED	
	RESTRICTED OR CONTROL STOCK			Other Notes or Accounts Payable (See Schedule 6)	
Real Estate (See Schedule 6)	REAL ESTATE OWNED		Mortgages Payable (See Schedule 8)	REAL ESTATE OWNED	
	HOMESTEAD			HOMESTEAD	
	PARTIAL INTEREST IN R/E			PARTIAL INTEREST IN R/E	
Accounts Receivable (See Schedule 3)			Due to Brokers		
Notes Receivable (See Schedule 4)			Taxes Owed	Income Taxes	
				Other Taxes	
Cash Value of Life Insurance-Net (See Schedule 4)			Due on Automobiles		
Automobiles (See Schedule 5)			Other Liabilities (Itemize)		
Other Personal Property					
Other Assets (Itemize)					
Total Assets			Total Liabilities		
			Net Worth (Total Assets Minus Total Liabilities)		
			Total Liabilities and Net Worth		

Annual Income (Refer to Federal Income Tax Returns for Previous Year) DO NOT INCLUDE INCOME DERIVED FROM ALIMONY, CHILD SUPPORT, OR SEPARATE MAINTENANCE PAYMENTS		Contingent Liabilities DO YOU HAVE ANY CONTINGENT LIABILITIES? (If Yes, summarize below and give details on page 8)	
Salary or Wages		As Endorser or Co maker	
Bonus and Commissions		As Guarantor	
Dividends and Interest		On Leases or Contracts	
Rentals (Net or Related Expenses)		Legal Claims or Judgments	
Other Business or Investment Income (Describe)		Other Obligations or Special Expenses (Alimony, Child Support, Separate, Maintenance, etc.)	
		Loans Applied for (Application Pending)	
Total Income			
Amount of Income Tax Paid Last Year		Total Contingent Liabilities	

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

Appendix K

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

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

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

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

Hays County Bail Bond Board
Corporate Agent's License Application
Rev. 03/2018

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 thirteen (13) copies, fully and properly completed.
- _____ B. 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.
- _____ C. If corporate agent applicant holds a surety license of any kind under Chapter 1704 of the Texas Occupations Code in another county in the State of Texas, provide a list of each county where the corporate agent holds a license, and a statement by the corporate agent 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 corporate agent applicant as a surety or as an agent for a surety.
- _____ D. One color photograph to be taken at the Hays County Sheriff's Office.
- _____ E. Signature Card obtained from the Hays County Sheriff's Office and fully completed.
- _____ F. One full set of corporate agent applicant's fingerprints taken by a qualified member of the Hays County Sheriff's Office, and on forms obtained from that office.
- _____ G. The five hundred dollar (\$500.00) application fee made payable to "Hays County Bail Bond Board" and deliverable to the Hays County Treasurer.
- _____ H. Corporate agent's 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. A notarized copy of the bondman's power of attorney file-stamped by the County Clerk and kept on file in the Sheriff's Office.
 - 8. 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.
 - 9. Proof that in the two years preceding the filing of the application, at least one year of continuous work experience in the bail bond business.

****Please note that the Sheriff's Office will conduct a criminal history check on the agents and employees 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 or RENEWAL

Current License Number: _____ Expiration Date: _____

ATTACH PAGES AS NEEDED TO FULLY ANSWER EACH QUESTION

1. Corporate Agent's Name: _____ Age: _____

Social Security Number: _____

Driver's License Number: _____ Driver License State: _____

Texas Identification Card Number: _____

Date of Birth: _____ Place of Birth: _____

Military Serial No. _____ Type of Discharge: _____

Marital Status: Single _____ Engaged _____ Married _____ # of Marriages _____

Separated _____ Widowed _____ Divorced _____ Marriage Annulled _____

of times divorced _____

Counties and year of all divorces _____

All previous maiden / married names _____

Home Address: _____

City, State, Zip code: _____

Home Telephone: _____ Fax: _____

Length of Residence in Texas: _____

Citizen of the United States: Yes _____ No _____

How long have you lived at your current residence address? _____

Do you Own _____ Buying _____ Lease _____ Rent _____ Live with relatives _____

List all of your addresses during the past five (5) years

From/To	Street Address	City/State/Zip	Landlord
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Have you ever been bonded? _____ Where and how much? _____
_____ Why? _____

Have you ever been turned down by a bonding company? Yes _____ No _____

Why? _____

3. FILL IN COMPLETELY YOUR EMPLOYMENT RECORD FOR THE LAST 5 YEARS OR
THE LAST 2 EMPLOYERS, WHICHEVER IS LONGER.

START WITH PRESENT EMPLOYMENT AND WORK BACK

INDICATE UNEMPLOYED PERIODS AND ALL PART-TIME EMPLOYMENT

(a) Present employer _____

Kind of business _____ Telephone: _____

Address _____

Starting Date _____ Starting Title _____

Present Date _____ Present Title _____

Starting Duties _____

Present Duties _____

Supervisor's Name and Phone _____

May we contact your present employer with jeopardizing your position? Yes _____ No _____

Does your employer know you are applying for a bail bond license? Yes _____ No _____

(b) Past Employer _____

Kind of Business _____ Telephone: _____

Address _____

Starting Date: _____ Starting Title: _____

Leaving Date: _____ Leaving Title: _____

Supervisor's Name and Phone _____

ATTACH ADDITIONAL SHEETS IF NECESSARY

4. 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:

5. Name of all businesses in which you now participate (owner, partner, or employee)

ATTACH ADDITIONAL SHEETS IF NECESSARY

6. Will this applicant conduct bail-bonding business at any other locations?

Yes _____ No _____ If Yes, explain fully giving all addresses and reasons: _____

7. Will any business other than bail bonding be conducted at the addresses listed in question 5 and 6? Yes _____ No _____ If "Yes", give full details as to other business which will be conducted: _____

8. 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: _____

9. Are you married under the laws of Texas or any other jurisdiction? Yes _____ No _____

Applicants 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: _____

10. 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:

11. 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?

Yes _____ No _____

If “Yes”, explain giving full details including State, County, Date, and Reason:

12. 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 details including County, Dates, Reasons, etc.:

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

14. Have any of the proposed employees or agents named in #13 above ever been arrested for any misdemeanor or any felony offense in any court in this state or any other state or of the federal government? _____ YES* _____ NO

(* If the answer is YES, give date, name of person convicted, offense, city and state, and disposition of the case attach additional pages if necessary)

15. Are you, or any businesses 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: _____

16. 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: _____

17. Have you ever been arrested for any reason? If so, list each date, state, county or city, charge and final disposition: _____

18. 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.

19. 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.

20. Are there any unsatisfied judgments pending against you personally or against any business (bail bond or otherwise), which you have ever owned? Yes _____ No _____

If “Yes”, give a complete list including full details such as number, County, Cause Number, Names, Dates and Amounts of Judgment: _____

21. 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.

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

Yes _____ No _____ If “Yes”, give full details and attach a copy of the contract or

Agreement: _____

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

ATTACH ALL PAGES OF APPLICANT OATH FOLLOWING ALL OTHER

ATTACHMENTS LISTED ABOVE

OATH OF PERSON WHO WILL BE IN CHARGE OF APPLICANT’S BUSINESS

I, the undersigned person who will be in charge of the Corporate Applicant’s business do
Hereby certify that I have personally read and reviewed this corporate application, and I do hereby
state and certify under oath that when, in the application, a statement refers to me there are no
misrepresentations, omissions, or falsifications in the 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 or its designee to make a thorough and complete investigation of me, including a credit report, and of the facts and assertions made within this application in order to confirm their truthfulness or falsity.

I do hereby request and authorize any 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.

I, the undersigned person who will be in charge of the applicant's business, 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 by these laws and rules.

Date: _____

Signature of Applicant

Typed or Printed Name of Applicant

The above and foregoing Oath of Person Who Will Be in Charge of Applicant's Business was 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 State of _____
My Commission Expires: _____

(Affix notarial seal)

State of _____

County of _____

The person whose signature appears in the foregoing oath 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 be the voluntary act and deed of the named person who will be in charge of the Corporate applicant's business and for the purpose therein set forth, that the person is duly authorized to execute the foregoing instrument, and that the statements and representations therein contained are true and correct to the best of the person's knowledge and belief.

Notary Public in and for the State of _____

(Affix notarial seal)

NOTE: THE FOLLOWING INFORMATION IS REQUIRED ONLY WHEN
ADDING A NEW AGENT BEFORE RENEWAL

CORPORATE SURETY INFORMATION

1. Corporate Applicant : _____

Corporate Headquarters Address: _____

City, State, Zip code: _____

Corporate Headquarters Telephone: _____ Fax: _____

Length of Residence in Texas: _____

2. Is this Corporation chartered in Texas? Yes _____ Year Chartered _____ No _____

If Yes, Attach a copy of the Articles of Incorporation filed with the Texas Secretary of State.

If "No", attach a copy of the properly filed Articles of Incorporation from the proper office and Official in the State where the Applicant Corporation is chartered if a foreign corporation, and specify the year chartered. Year chartered: _____.

Has this Corporation been admitted to do business in the State of Texas? Yes ____ No ____

If "Yes", attach a copy of the Certificate of Authority to do business in the State of Texas. If "No", explain fully the status of this Corporation:

3. Is this Corporation qualified to write Fidelity, Guarantee and Surety Bonds under the Texas Insurance Code, as amended? Yes _____ No _____ If "No", Explain: _____

4. Full Name of Designated Agent: _____
Designated Agent Home Address: _____
City, State, Zip Code: _____
Designated Agent Home Telephone Number: _____ Fax: _____
5. Texas Agent for Service of Process: _____
Texas Agent for Service Address: _____
City, State, Zip Code: _____
Texas Agent for Service Telephone: _____ Fax: _____
6. Designated business address and telephone numbers where business is to be operated:
Address: _____
City, State, Zip: _____
Business Telephone: _____ Fax: _____
7. Full name of Designated Agent: _____
Date of Birth: _____ Place of Birth: _____
Social Security Number (optional): _____
Driver's License Number: _____ Driver's License State: _____
Texas Identification Card Number: _____
Office Address: _____
City, State, Zip Code: _____
Office Telephone Number: _____

Mailing Address: _____

City, State, Zip, Code: _____

Home Address: _____

City, State, Zip, Code: _____

Home Telephone Number: _____ Fax: _____

Date Power of Attorney was filed with Hays County Clerk: _____

8. Has this Designated Agent ever owned or worked for a bail bonding company?

Yes _____ No _____ If "Yes", Explain, giving full details, name and dates: _____

9. Has this Corporation been charged, convicted, or held criminally liable for any felony or misdemeanor offense in any jurisdiction? Yes _____ No _____. If "Yes," explain giving full details, jurisdiction, State, County, Case Number, Court, Charge, Date of Offense, and final dispositions.

10. List all employees and/or agents that are going to work for or that are now working 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 or Texas identification card number.

APPLICANT OATH

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

We do further certify that we have read and understand the Hays County Bail Bond Board rules and regulations and the Texas Occupations Code, Chapter 1704, and we agree that the Corporation as applicant and each of its agents will comply with and be bound by these laws and rules.

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

We 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 information and answer all questions asked concerning this Corporation or its employees or agents 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.

We 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 considering of granting this bail bond license and in order to insure payment of any and all obligation incurred by this Corporation due to this license, the Corporation will deposit with the Hays County Sheriff, security in the form of an Irrevocable Letter of Credit made out to the benefit of and payable to the County Treasurer of Hays County, Texas, in a form acceptable to the Hays County Bail Bond Board and drawn on a bank insured by the Federal Deposit Insurance Corporation, a branch of the United States Government, 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 this Corporation is surety. As applicant, we understand that any license issued by the Hays County Bail Bond Board shall be considered tentatively issued and immediately revocable until this Irrevocable Letter of Credit is properly filed and approved.

Date: _____

Signature of First Corporate Officer

Typed Name of Corporate Officer Signing

Typed Title of Office Held

Typed Corporation's Full Name

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____,

AFFIX NOTARIAL SEAL

Notary Public in and for the County of

_____, and the State of _____

My Commission Expires: _____

Date: _____

Signature of Second Corporate Officer

Typed Name of Corporate Officer Signing

Typed Title of Office Held

Typed Corporation's Full Name

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____,

AFFIX NOTARIAL SEAL

Notary Public in and for the County of

_____, and the State of _____

My Commission Expires: _____

State of _____

County of _____

The persons whose signatures appear 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 acknowledges the execution of the foregoing instrument to be the voluntary act and deed of the applicant Corporation 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 _____

Appendix L

CORPORATE SURETY LICENSE APPLICATION

HAYS COUNTY BAIL BOND BOARD

HAYS COUNTY SHERIFF'S OFFICE

SAN MARCOS, TEXAS

(Rev. 2018)

.....

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 THE HAYS COUNTY BAIL BOND BOARD HAVE BEEN FULLY COMPLIED WITH.

Applicant Name _____

Designated Agent 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 Occupation Code Section 1704.162(e).)

FOR BOARD USE ONLY

Application Received by: _____ Date: _____

\$500.00 Fee Attached? (Circle one) Yes / No Form of payment: Usually paid by Agent

Corporate Power of Attorney filed of Record with Hays County Clerk: _____

Outstanding un-satisfied forfeitures of judgments: _____

Conditionally Approved / Denied Date: _____

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

Corporate 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 thirteen (13) copies, fully and properly completed.
- _____ B. Cashier's check or money order for **non-refundable** application fee in the amount of \$500.00 made payable to the Hays County Bail Bond Board.
- _____ C. A Complete and **Sworn** Financial Statement provided by the Corporate Office.
- _____ D. A certified copy of the properly filed Power of Attorney for the Designated Agent listed in this Application.
- _____ E. If the Applicant is or has been licensed under Chapter 1704 of the Texas Occupations Code in another county in the State of Texas, a list of each county in which the Applicant holds a license.
- _____ F. A statement by the designated agent, as of the date of the application, of any final judgments that have been unpaid for more than 30 days and that arose either directly or indirectly from a bail bond executed by the applicant as a surety or as an agency for a surety.
- _____ G. Copy of the "Certificate of Authority" to do business in the State of Texas, issued by the Texas State Board of Insurance.
- _____ G. Designation of \$50,000.00 security to be deposited if application is conditionally approved.

**Circle One: Cash / Cashier's Check / Certificate of Deposit / Real Property /
Cash Equivalent**

Date Application Prepared: _____ RENEWAL

Current License Number: _____ Expiration Date: _____

ATTACH PAGES AS NEEDED TO FULLY ANSWER EACH QUESTION

1. Corporate Applicant: _____
Corporate Headquarters Address: _____
City, State, Zip code: _____
Corporate Headquarters Telephone: _____ Fax: _____
Length of Residence in Texas: _____
2. Is this Corporation chartered in Texas? Yes _____ Year Chartered _____ No _____
_____ If Yes, Attach a copy of the Articles of Incorporation filed with the Texas Secretary of State. If "No", attach a copy of the properly filed Articles of Incorporation from the proper office and Official in the State where the Applicant Corporation is chartered if a foreign corporation, and specify the year chartered _____. Has this Corporation been admitted to do business in the State of Texas? Yes _____ No _____ If "Yes", attach a copy of the Certificate of Authority to do business in the State of Texas. If "No", explain fully the status of this Corporation:

3. Is this Corporation qualified to write Fidelity, Guarantee and Surety Bonds under the Texas Insurance Code, as amended? Yes _____ No _____ If "No", Explain: _____

4. Full Name of Designated Agent: _____
Designated Agent Home Address: _____

City, State, Zip Code: _____

Designated Agent Home Telephone Number: _____ Fax: _____

5. Texas Agent for Service of Process: _____

Texas Agent for Service Address: _____

City, State, Zip Code: _____

Texas Agent for Service Telephone: _____ Fax: _____

6. Designated business addresses and telephone numbers where business is to be operated:

Address: _____

City, State, Zip: _____

Business Telephone: _____ Fax: _____

7. Full name of Designated Agent: _____

Date of Birth: _____ Place of Birth: _____

Social Security Number (optional): _____

Driver's License Number: _____ Driver's License State: _____

Texas Identification Card Number: _____

Office Address: _____

City, State, Zip Code: _____

Office Telephone Number: _____

Mailing Address: _____

City, State, Zip, Code: _____

Home Address: _____

City, State, Zip, Code: _____

Home Telephone Number: _____ Fax: _____

Date Power of Attorney was filed with Hays County Clerk: _____

8. Has this Designated Agent ever owned or worked for a bail bonding company?
Yes _____ No _____ If "Yes", Explain, giving full details, name and dates: _____

9. Has this Corporation or its Designated Agent ever been denied or refused a bail bond license in any state? Yes _____ No _____ Has either had a bail bond license suspended or revoked by any bail bond or bonding authority in any state? Yes _____ No _____ If "Yes", to any questions, explain giving full details including State, County, Date and Reason: _____

10. Has the Designated Agent been convicted of any felony or misdemeanor offense (excluding traffic offenses punishable by fine only) in **ANY** jurisdiction since August 27, 1973? Yes _____ No _____ If "Yes", Explain, giving full details, jurisdiction, State, County, Case Number, Court, Charge, Date of Offense, and Final Disposition: _____

11. Has this Corporation been charged, convicted, or held criminally liable for any felony or misdemeanor offense in any jurisdiction? Yes ____ No _____. If “Yes,” explain giving full details, jurisdiction, State, County, Case Number, Court, Charge, Date of Offense, and final dispositions.

12. List all employees and/or agents that are going to work for or that are now working 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 or Texas identification card number.

13. List **ALL** Texas Counties in which this Corporation has a bail bond license.

14. List all Bail Bond Forfeitures that this Corporation is liable for in Texas: (Give information in the following format :) **Use insert**

County / Court / Case Number / Defendant's Name / Judgment Date / Liability Amount

_____ Total Forfeitures: _____ Total Final
Judgment Liability: \$ _____

For each unpaid final judgments disclosed in No. 14, above, list all final judgments in which you have deposited with the court cash or supersedeas bond in the amount of the final judgment pending (1) a ruling on a timely motion for new trial, or (2) an appeal:

Date of Final Judgment Date Mtn. For New Trial or Appeal Filed Amt. Posted

15. List all Agents or employees who have been issued a power or attorney or other authorization by this Corporation to execute bail bond in Hays County, Texas: _____
- _____
- _____
- _____

APPLICANT OATH

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

We do further certify that we have read and understand the Hays County Bail Bond Board rules and regulations and the Texas Occupations Code, Chapter 1704, and we agree that the Corporation as applicant and each of its agents will comply with and be bound by these laws and rules.

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

We 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 information and answer all questions asked concerning this Corporation or its employees or agents 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.

We 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 considering of granting this bail bond license and in order to insure payment of any and all obligation incurred by this Corporation due to this license, the Corporation will deposit with the Hays County Sheriff, security in the form of an Irrevocable Letter of Credit made out to the benefit of and payable to the County Treasurer of Hays County, Texas, in a form acceptable to the Hays County Bail Bond Board and drawn on a bank insured by the Federal Deposit Insurance Corporation, a branch of the United States Government, 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 this Corporation is surety. As applicant, we understand that any license issued by the Hays County Bail Bond Board shall be considered tentatively issued and immediately revocable until this Irrevocable Letter of Credit is Properly filed and approved.

Date: _____

Signature of First Corporate Officer

Typed Name of Corporate Officer Signing

Typed Title of Office Held

Typed Corporation's Full Name

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____,

AFFIX NOTARIAL SEAL

Notary Public in and for the County of

_____, and the State of _____

My Commission Expires: _____

Date: _____

Signature of Second Corporate Officer

Typed Name of Corporate Officer Signing

Typed Title of Office Held

Typed Corporation's Full Name

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____,

AFFIX NOTARIAL SEAL

Notary Public in and for the County of

_____, and the State of _____

My Commission Expires: _____

State of _____

County of _____

The persons whose signatures appear 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 acknowledges the execution of the foregoing instrument to be the voluntary act and deed of the applicant Corporation 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 _____

Appendix M

Employee Application
Hays County Bail Bond Board
San Marcos, Texas

Name of Bonding Company or Corporate Surety			Current License Number	
Physical Address		City	State	Zip
Phone		Email		
Employee Full Legal Name			Employee Birthdate	
Employee Driver's License or State Identification Number		Employee Social Security Number (optional)		

Please identify whether the employee applicant has ever received a final conviction for a felony offense or a crime of moral turpitude:

Will this employee have authority to execute bonds on behalf of the bondsman or surety company?
☐ YES ☐ NO

I, _____, a licensed bondsman or corporate surety in Hays County, Texas, have personally read and reviewed this employee application, and I do state and certify under oath that when that the entries made above are true, complete, and correct to the best of my knowledge and are made in good faith. Furthermore, I have provided the Bail Bond Board Administrator or Secretary with:

- a passport sized photo of the employee
- a DPS certified copy of the employee's criminal history
- a set of fingerprints taken by law enforcement, and
- the requisite application fee.

Licensed Bondsman or Corporate Surety Agent

SIGNED under oath before me on the _____ day of _____, 20____.

Notary Public in and for the State of Texas
My commission expires_____