

# **Lubbock County Bail Bond Board**

## **Individual Bondsman Application**

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

Individual: \_\_\_\_\_

Date Received CDA-CIVIL \_\_\_\_\_

Upon completion of this Application, please submit the original Application and supporting documentation in a three ring notebook, and two copies of the original Application and supporting documentation in two additional three ring notebooks, and one electronic copy of the original Application and supporting documentation on a USB Flash Drive to the Lubbock County Criminal District Attorney's Office - Civil Division located at 916 Main Street, Suite 201, Lubbock, Texas 79401.

If Applicant is submitting an Application to renew a current license, the renewal application must be received by the Lubbock County Bail Bond Board not more than 60 days nor less than 31 days prior to the expiration date of Applicant's current license.

A cashier's check or money order in the amount of \$500.00 should be submitted to the Lubbock County Treasurer's Office, located at 916 Main Street, Suite 1100, Lubbock, TX 79401.

LUBBOCK COUNTY BAIL BOND BOARD  
LUBBOCK COUNTY COURTHOUSE  
LUBBOCK, TEXAS

APPLICATION FOR INDIVIDUAL BONDSMAN'S LICENSE

\_\_\_\_\_ Original License Application

\_\_\_\_\_ Renewal License Application

I. INFORMATION:

1. Name of Applicant: \_\_\_\_\_

Any other names used by Applicant at any time: \_\_\_\_\_

\_\_\_\_\_  
*See TEX. OCC. CODE ANN. § 1704.154(b)(2)(A) (West 2017).*

2. Age: \_\_\_\_\_

*See TEX. OCC. CODE ANN. § 1704.154(b)(2)(A) (West 2017).*

3. Are you a resident of the State of Texas? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*See TEX. OCC. CODE ANN. § 1704.152(a)(1) (West 2017).*

4. Are you a citizen of the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*See TEX. OCC. CODE ANN. § 1704.152(a)(1) (West 2017).*

5. Business Address: \_\_\_\_\_

\_\_\_\_\_  
*See TEX. OCC. CODE ANN. § 1704.154(b)(2)(D) (West 2017).*

6. Business Telephone: \_\_\_\_\_

*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1) (West 2017).*

7. Home Address and Home Telephone Number : \_\_\_\_\_

\_\_\_\_\_  
*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1)-(2)(A) (West 2017).*

8. Is Applicant married? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*See TEX. OCC. CODE ANN. CODE §§ 1704.101, .154(b)(1), .155(5) (West 2017).*

9. Spouse's name, age and address: \_\_\_\_\_

\_\_\_\_\_

*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .155(5) (West 2017).*

10. Business Name: \_\_\_\_\_

\_\_\_\_\_

*See TEX. OCC. CODE ANN. § 1704.154(c) (West 2017).*

11. List all addresses, facsimile numbers, and telephone numbers where the business will be conducted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1) (West 2017).*

12. List each county in which the Applicant is or has been licensed as a bondsman: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*See TEX. OCC. CODE ANN. § 1704.154(b)(4)(G) (West 2017).*

13. How long has Applicant been engaged in the bonding business either as a licensee or employee of a bonding business? \_\_\_\_\_

*See TEX. OCC. CODE ANN. §§ 1704.152(a)(4), .154(b)(1) (West 2017).*

14. Has Applicant or any of Applicant's Employees or Agents been convicted of a Felony Offense or of a Misdemeanor involving moral turpitude in any court in this State or any other State or of the Federal Government? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*See TEX. OCC. CODE ANN. §§ 1704.153, .302(c) (West 2017).*

If yes, give the date of conviction, name of person convicted, name of offense, the location of the offense and of the convicting court (city and state), and disposition of the offense: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. On how many bonds do you appear as surety at this time? \_\_\_\_\_

*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .157., .203 (West 2017).*

16. Does Applicant have any unsatisfied Judgements pending against them as surety on a bail bond at this time? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*See TEX. OCC. CODE ANN. § 1704.101.154(4)(G)(ii) (West 2017).*

If yes, provide the following information on each Judgement:

County	Cause Number	Date	Bond Amount	Defendant's Name

(Add Additional Sheets if necessary)

17. How many bond forfeiture proceedings are currently pending against Applicant? \_\_\_\_\_

If any bond forfeiture proceedings are pending against Applicant, provide the following information on each proceeding:

County	Cause Number	Date	Bond Amount	Defendant's Name

(Add Additional Sheets if necessary)

*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .157., .203 (West 2017).*

18. Is Applicant involved in any civil litigation (other than bond forfeiture proceedings) at this time?

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

*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .157 (West 2017).*

If yes, provide the date of filing of such suit, party names, court in which the suit is pending and a brief description of the nature of the litigation: \_\_\_\_\_

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19. If this is a renewal application, how many years has the bondsman held this license? \_\_\_\_\_ years

*See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .162 (West 2017).*

20. If this is a renewal application, is the bondsman seeking to renew his or her license for two years or three years? *See* TEX. OCC. CODE ANN. § 1704.162 (West 2017).

Two Years: \_\_\_\_\_ Three Years: \_\_\_\_\_

21. Has Applicant ever filed for bankruptcy? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please give the case number and district: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*See* TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .157 (West 2017).

22. List the Taxpayer identification number for the business: \_\_\_\_\_

*See* TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1) (West 2017).

**II. SECURITY: NOTE: An initial deposit of collateral (Minimum of \$50,000) must be either real estate OR some statutorily permitted cash equivalent - NOT SOME COMBINATION OF BOTH. See Tex. Att'y Gen Op. JM-975 (1988).**

1. Real Estate:

The following is a list of non-exempt real estate owned by the Applicant that the Applicant intends to convey in trust to the Board to secure payment of any obligations incurred by the Applicant in the bonding business if this application is granted:

A. Legal Property Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*See* TEX. OCC. CODE ANN. § 1704.155(1) (West 2017).

B. Current Net Value of Property: \$ \_\_\_\_\_

*See* TEX. OCC. CODE ANN. §§ 1704.155(3), .160 (West 2017).

C. Are there any Tax Liens against this Property? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*See* TEX. OCC. CODE ANN. § 1704.155(2) (West 2017).

D. Is the property mortgaged or encumbered in any manner? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If the property is mortgaged or encumbered, provide the date, type, and amount of mortgage or encumbrance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .157 (West 2017).

E. If the Applicant is married, does Applicant's spouse agree to transfer his or her right, title, and interest in such real estate to the Board as security? Yes: \_\_\_\_\_ No: \_\_\_\_\_

See TEX. OCC. CODE ANN. § 1704.155(6) (West 2017).

F. Does any other person or entity own an interest in such real estate? Yes: \_\_\_\_\_ No: \_\_\_\_\_

See TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .154(b)(3), .157 (West 2017).

If yes, provide the details of such interest: \_\_\_\_\_

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(Repeat for each property to be transferred to the Bail Bond Board as security)

2. Cash:

A. What amount of cash or cash value of any certificate of deposit or cashier's checks does the Applicant intend to deposit with the County Treasurer to secure payment of any obligation incurred by the Applicant in the bonding business if the license is granted?

\$ \_\_\_\_\_

See TEX. OCC. CODE ANN. § 1704.160 (West 2017).

B. In what form will the deposit be made?

Cash: \_\_\_\_\_ Certificate of Deposit: \_\_\_\_\_ Cashier's Check: \_\_\_\_\_

See TEX. OCC. CODE ANN. § 1704.160(a)(1)(A) (West 2017).

III. DECLARATIONS:

Applicant will make the following written declarations in their Application to the Bail Bond Board:

1. I will comply with and abide with Chapter 1704 of the Occupations Code, the Lubbock County Bail Bond Board By-Laws, and all rules prescribed by the Lubbock County Bail Bond Board.

\_\_\_\_\_

See TEX. OCC. CODE ANN. § 1704.154(b)(4)(B) (West 2017).

2. If I have listed real estate to be conveyed in trust to the Board under Article II, Section 1 of this application; I promise with respect to this property: \_\_\_\_\_

A. I will keep all taxes paid on such property while it remains in trust.

B. I will not further encumber the property after conveying it in trust to the Lubbock County Bail Bond Board without notifying and obtaining the permission of the Board.

C. I will insure and keep current the insurance on any improvements on the property against any damage or destruction while the property remains in trust, in the full amount of the value claimed for the improvements.

*See* TEX. OCC. CODE ANN. § 1704.154(4) (West 2017).

#### IV. ATTACHMENTS:

Attached to this application are the following: (check if applicable)

- \_\_\_\_\_ 1. A complete, sworn financial statement. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(A) (West 2017).
- \_\_\_\_\_ 2. Three dated letters of recommendation from reputable persons, who have known the Applicant for at least three years, stating that the applicant has a reputation for honesty, truthfulness, fair dealing and competency and recommending that the license be granted. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(C) (West 2017).
- \_\_\_\_\_ 3. A cashier's check or money order in the amount of \$500. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(D) (West 2017).
- \_\_\_\_\_ 4. A color portrait style photograph of Applicant. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(E) (West 2017).
- \_\_\_\_\_ 5. A set of fingerprints of Applicant taken by a law enforcement officer. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(E) (West 2017).
- \_\_\_\_\_ 6. Proof of mandated Bail Bonded Professional Education. *See* TEX. OCC. CODE ANN. § 1704.152(a)(4)(B) (West 2017).
- \_\_\_\_\_ 7. Current statements from each Taxing Unit with power to assess or collect taxes against all property listed under Article II, Section 1 of this Application stating that there are no outstanding tax liens against the property and indicating the net value of the property according to the current appraisal made by a member of the Society of Real Estate Advisors or a member of the Appraisal Institute. *See* TEX. OCC. CODE ANN. § 1704.155(4) (West 2017).
- \_\_\_\_\_ 8. A sworn statement from Applicant's spouse agreeing to transfer to the Bail Bond Board, as part of the Trust, any right, title, or interest that the Spouse may have in the property. (Note: If application is conditionally approved, the spouse must execute any and all deeds of trust to the Bail Bond Board for any community property used as security). *See* TEX. OCC. CODE ANN. § 1704.155(5) (West 2017).
- \_\_\_\_\_ 9. If Applicant is licensed in other counties, please attach a current letter from the respective Bail Bond Board stating whether or not the Applicant is in good standing. *See* TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .154(G), .157 (West 2017).
- \_\_\_\_\_ 10. A sworn statement from Applicant that he or she will comply with Chapter 1704 of the Texas Occupations Code, the Lubbock County Bail Bond Board By-Laws, and all rules prescribed by the Lubbock County Bail Bond Board. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(B).
- \_\_\_\_\_ 11. If Applicant is submitting real property to the Bail Bond Board as security, a sworn statement from Applicant that he or she will: (1) keep all taxes paid on such property while it remains in trust; (2) will not further encumber the property after conveying it in trust to the Lubbock County Bail Bond Board without notifying and obtaining the permission of the Board; and (3) will insure and keep current the insurance on any improvements on the property against any damage or destruction while

the property remains in trust, in the full amount of the value claimed for the improvements. *See* TEX. OCC. CODE ANN. § 1704.155 (West 2017).

\_\_\_\_\_ 12. Total number of attached pages in addition to Application.

V. ACKNOWLEDGMENTS:

Applicant makes each of the foregoing statements, together with each statement hereto, for the purpose of inducing the Lubbock County Bail Bond Board, Lubbock County, Texas, to issue applicant a license to act as bondsman in the Courts of Lubbock County, Texas, well knowing and understanding that any representation herein and therein which is not true and correct, or any misrepresentation or omission which causes the same not to truly and accurately demonstrate his personal and financial responsibility as a licensed bondsman in said courts may result in the denial of said license, the denial of any renewal thereof, or in the revocation thereof should the license be granted under this application.

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

Applicant: \_\_\_\_\_



THE STATE OF TEXAS

COUNTY OF LUBBOCK

Before me, the undersigned authority, a Notary Public in and for Lubbock County, Texas on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, who having by me duly sworn, deposes and says that he signed the same in the capacity therein expressed, and further, that to his/her actual knowledge every statement contained therein, together with all attachments thereto, are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

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NOTARY PUBLIC in and for  
Lubbock County, Texas

My commission expires\_\_\_\_\_

**DRAFT FORMAT**

(Name of Board Chairman)  
Lubbock County Bail Bond Board  
Lubbock County Courthouse  
Lubbock, Texas

Dear (Board Chairman),

As required in Section III of this Individual Bondsman Application, I hereby declare:

1. I will comply with and abide with Chapter 1704 of the Occupations Code, the Lubbock County Bail Bond Board By-Laws, and all rules prescribed by the Lubbock County Bail Bond Board.
2. With respect to the real estate conveyed in trust to the Bail Bond Board under Article II Section I of this application, I promise:
  - A. I will keep all taxes paid on such property while it remains in trust.
  - B. I will not further encumber the property after conveying it in trust to the Lubbock County Bail Bond Board without notifying and obtaining the permission of the Board.
  - C. I will insure and keep current the insurance on any improvements on the property against any damage or destruction while the property remains in trust, in the full amount of the value claimed for the improvements.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

SIGNED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

## DRAFT FORMAT FOR LETTERS OF RECOMMENDATION

STATE OF TEXAS

COUNTY OF LUBBOCK

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, who swore on oath that the following facts are true:

"My name is \_\_\_\_\_, I am over the age of 18 years of age, of sound mind and competent to make this affidavit. The facts stated in this affidavit are within my personal knowledge, are true and correct and in accordance with § 1704.154(b)(4)(C) of the Texas Occupations Code."

"I am a reputable person in this community".

"I have known \_\_\_\_\_, for at least three years".

"\_\_\_\_\_ has a reputation for honesty, truthfulness, fair dealing, and competency".

I recommend the Lubbock County Bail Bond Board issue the bail bond license.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

SIGNED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

## DRAFT LETTER

(Name of Board Chairman)  
Lubbock County Bail Bond Board  
Lubbock County Courthouse  
Lubbock, Texas

Dear (Board Chairman),

As required in Section III of this Individual Bondsman Application, I hereby declare:

I will comply with and abide with Chapter 1704 of the Occupations Code, the Lubbock County Bail Bond Board By-Laws, and all rules prescribed by the Lubbock County Bail Bond Board.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

SIGNED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

## CHECK SHEET FOR APPLICATIONS

### III. DECLARATIONS:

Applicant hereby declares: (**Written Statement to Bail Bond Board**)

1. I will comply with and abide with Chapter 1704 of the Occupations Code, the Lubbock County Bail Bond Board By-Laws, and all rules prescribed by the Lubbock County Bail Bond Board.

2. If I have listed real estate to be conveyed in trust to the Board under Article II, Section 1 of this application; I promise with respect to this property: \_\_\_\_\_

A. I will keep all taxes paid on such property while it remains in trust.

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C. I will insure and keep current the insurance on any improvements on the property against any damage or destruction while the property remains in trust, in the full amount of the value claimed for the improvements.

### IV. ATTACHMENTS:

Attached to this application are the following: (check if applicable)

- \_\_\_\_\_ 1. A complete, sworn financial statement. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(A) (West 2017).
- \_\_\_\_\_ 2. Three dated letters of recommendation from reputable persons, who have known the Applicant for at least three years, stating that the applicant has a reputation for honesty, truthfulness, fair dealing and competency and recommending that the license be granted. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(C) (West 2017).
- \_\_\_\_\_ 3. A cashier's check or money order in the amount of \$500. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(D) (West 2017).
- \_\_\_\_\_ 4. A color portrait style photograph of Applicant. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(E) (West 2017).
- \_\_\_\_\_ 5. A set of fingerprints of Applicant taken by a law enforcement officer. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(E) (West 2017).
- \_\_\_\_\_ 6. Proof of mandated Bail Bonded Professional Education. *See* TEX. OCC. CODE ANN. § 1704.152(a)(4)(B) (West 2017).
- \_\_\_\_\_ 7. Current statements from each Taxing Unit with power to assess or collect taxes against all property listed under Article II, Section 1 of this Application stating that there are no outstanding tax liens against the property and indicating the net value of the property according to the current appraisal made by a member of the Society of Real Estate Advisors or a member of the Appraisal Institute. *See* TEX. OCC. CODE ANN. § 1704.155(4) (West 2017).

- \_\_\_\_\_ 8. A sworn statement from Applicant's spouse agreeing to transfer to the Bail Bond Board, as part of the Trust, any right, title, or interest that the Spouse may have in the property. (Note: If application is conditionally approved, the spouse must execute any and all deeds of trust to the Bail Bond Board for any community property used as security). *See* TEX. OCC. CODE ANN. § 1704.155(5) (West 2017).
- \_\_\_\_\_ 9. If Applicant is licensed in other counties, please attach a current letter from the respective Bail Bond Board stating whether or not the Applicant is in good standing. *See* TEX. OCC. CODE ANN. §§ 1704.101, .154(b)(1), .154(G), .157 (West 2017).
- \_\_\_\_\_ 10. A sworn statement from Applicant that he or she will comply with Chapter 1704 of the Texas Occupations Code, the Lubbock County Bail Bond Board By-Laws, and all rules prescribed by the Lubbock County Bail Bond Board. *See* TEX. OCC. CODE ANN. § 1704.154(b)(4)(B).
- \_\_\_\_\_ 11. If Applicant is submitting real property to the Bail Bond Board as security, a sworn statement from Applicant that he or she will: (1) keep all taxes paid on such property while it remains in trust; (2) will not further encumber the property after conveying it in trust to the Lubbock County Bail Bond Board without notifying and obtaining the permission of the Board; and (3) will insure and keep current the insurance on any improvements on the property against any damage or destruction while the property remains in trust, in the full amount of the value claimed for the improvements. *See* TEX. OCC. CODE ANN. § 1704.155 (West 2017).
- \_\_\_\_\_ 12. Total number of attached pages in addition to Application.