



# RANDALL COUNTY BAIL BOND BOARD

## APPLICATION FOR LICENSE - CORPORATION

### INSTRUCTIONS

1. Complete the application by filling in all the blanks and attaching all required documents. You should read and be familiar with the requirements of the law regulating bail bond sureties, Texas Occupations Code Chapter 1704.
2. Submit an original plus 4 copies. All must be securely bound, either spiral-bound or contained in a three-ring binder. Attachments must be included. Identifying information (date of birth, social security number and account numbers) may be redacted from the copies.
3. All applications must be submitted with the application fee of \$500.00. Checks should be made payable to the Randall County Bail Bond Board.
4. Turn in the application to **Secretary Bail Bond Board, Judy Maples, 1409 10<sup>th</sup> Avenue, Amarillo, TX 79101.**
5. Submit a letter requesting the application be put on the agenda for the next regularly scheduled board meeting. Applications must be submitted no later than seven (7) days prior to the meeting to be timely received for inclusion on the board's agenda.
6. If you are submitting an application for license renewal, you must file the **application not later than the 31st day before** the license expiration date. For further information, see Occupations Code 1704.162. It is the **responsibility of the license holder** to apply for a renewal. If a renewal application is not timely filed and the current license expires, the license holder shall not execute any bail bond until a new license is issued.



# CHECK LIST FOR A LICENSE APPLICATION BY A CORPORATION



## SWORN APPLICATION - 1704.154a

1. _____	Name, Date of Birth and Home Address of Agent	1704.154b2A
2. _____	Social Security Number	1704.154b1
3. _____	Marital Status	1704.154b1
4. _____	Taxpayer Identification Number	4.2.f
5. _____	DBA of the Business	1704.154b2C
6. _____	Street and Mailing Address of Business	1704.154b2D
7. _____	Statement Regarding Prior Convictions	1704.153

## REQUIRED ATTACHMENTS CHECK LIST - 4.2.g.5

1. _____	One (1) Original and Four (4) Bound Copies of Application	1704.154a
2. _____	\$500 Application Fee	1704.154b4D
3. _____	Letter Requesting Application Being Placed on Agenda	1704.154.b.1
4. _____	Authorization of Release	4.2.g.2
5. _____	Chartered or Admitted Statement	1704.154b2B
6. _____	Certificate of Authority	1704.160h
7. _____	Corporate Power of Attorney	1704.211
8. _____	Assumed Name Certificate	1704.154b2C
9. _____	Assignment of Security	1704.154b2E
10. _____	Sworn Financial Statement of Corporation	1704.154b4A
11. _____	Declaration of Compliance with Rules and Regulations - Corporation	1704.154b4B
12. _____	Three (3) Letters of Recommendations of Agent	1704.154b4C
13. _____	Photograph of Agent	1704.154b4E
14. _____	Set of Agent Fingerprints	1704.154b4F
15. _____	Statement of Final Judgments from Agent	1704.154b4H
16. _____	Documentary Evidence of Prior Employment of Agent	1704.152a4A
17. _____	Continuing Legal Education Certificate of Agent	1704.152a4B

**THIS FORM IS TO BE COMPLETED AND INCLUDED IN THE PACKET WHEN YOUR APPLICATION IS TURNED IN. PLEASE DO NOT TURN IN IF IT IS NOT COMPLETE. BY SIGNING THIS YOU ARE STATING THAT THIS APPLICATION IS COMPLETE.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**



## RANDALL COUNTY BAIL BOND BOARD APPLICATION FOR LICENSE - CORPORATION

For Renewals: License #: \_\_\_\_\_ Date License Expires: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

2. Is the Corporate Applicant licensed in any other counties? YES \_\_\_\_\_ NO \_\_\_\_\_  
(List counties – Max 9)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

6. \_\_\_\_\_ 7. \_\_\_\_\_

8. \_\_\_\_\_ 9. \_\_\_\_\_

3. Has the Corporate Applicant ever been denied a bail bond surety license, or had a license suspended or revoked, in the State of Texas? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, explain (County, Date, and Reason): \_\_\_\_\_

\_\_\_\_\_

4. Is there any civil litigation pending against the Corporate Applicant? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

5. State the nature and value of security Corporate Applicant intends to pledge to the board:

A. Total Value: \$ \_\_\_\_\_

<u>FORM OF DEPOSIT</u>	<u>VALUE</u>
Cash	\$ _____
Certificate of Deposit	\$ _____
Cashiers Check	\$ _____
Property	\$ _____

6. Full Name of Corporation's Agent for Service of Process: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

7. D/B/A or Name under which this bonding company will be or is being conducted:

\_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Business Taxpayer ID number: \_\_\_\_\_

8. Full Name of the Agent: \_\_\_\_\_

Any other names used by the Agent at any time: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Is the Agent a United States Citizen? YES \_\_\_ NO \_\_\_

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

Home Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Driver's License/I.D. Card No.: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Is Agent Married? YES \_\_\_ NO \_\_\_ Name of Spouse: \_\_\_\_\_

9. Has the Agent ever been convicted of a misdemeanor involving moral turpitude or a felony after August 27, 1973? YES \_\_\_\_ NO \_\_\_\_

If yes, give the offense county and date of conviction: \_\_\_\_\_

10. Is the Agent licensed in any other counties? YES\_\_\_\_\_ NO\_\_\_\_\_ (list counties)

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

11. Has the Agent ever been denied a bail bond surety license, or had a license suspended or revoked, in the State of Texas? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, explain (County, Date, and Reason): \_\_\_\_\_

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

12. Is there any civil litigation pending against the Agent? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

SWORN AND SUBSCRIBED before me, a Notary Public in and for the State of Texas, on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

**SEAL**



## REQUIRED ATTACHMENTS CHECK LIST

- \_\_\_\_\_ 1. **One (1) Original and Four (4) Bound Copies of Application**
- \_\_\_\_\_ 2. **\$500.00 Application Fee**
- \_\_\_\_\_ 3. **Letter Requesting Application Be Placed on Next Meeting Agenda**
- \_\_\_\_\_ 4. **Authorization of Release** *(form provided)*  
An Authorization of Release form allowing the sheriff or his designee to investigate the information contained in the financial statement.
- \_\_\_\_\_ 5. **Chartered or Admitted Statement**  
A sworn statement of whether chartered or admitted to do business in the State of Texas and qualified to write fidelity, guaranty and surety bonds under the Texas Insurance Code, as amended.
- \_\_\_\_\_ 6. **Certificate of Authority**  
A Certificate of Authority to do business in the State of Texas.
- \_\_\_\_\_ 7. **Corporate Power of Attorney**  
A Power of Attorney designating an agent of the corporation authorized to execute bail bonds on behalf of the corporation.
- \_\_\_\_\_ 8. **Assumed Name Certificate**  
A completed assumed name certificate ready for filing shall be submitted with the original application or a copy of a recorded assumed name certificate shall be submitted with a renewal.
- \_\_\_\_\_ 9. **Assignment of Security** *(form provided)*
- \_\_\_\_\_ 10. **Sworn Financial Statement of Corporation**  
A copy of the corporation's financial statement made to the Insurance Board.
- \_\_\_\_\_ 11. **Declaration of Compliance of Rules and Regulations – Corporation** *(form provided)*  
A declaration that the Corporate Applicant will comply with the law regulating bail bond sureties as contained in the Texas Occupations Code Chapter 1704, and the Rules and Regulations of the Randall County Bail Bond Board.

- \_\_\_\_\_ 12. **Three (3) Letters of Recommendation for Agent**  
 Letters of recommendation from three (3) reputable persons who have known the agent for a period of at least three (3) years. Each letter shall recommend you as having a reputation for honesty, truthfulness, fair dealing, and competency and shall recommend that the license be granted.
- \_\_\_\_\_ 13. **Photograph of the Agent**
- \_\_\_\_\_ 14. **Fingerprints of the Agent**  
 A set of fingerprints of the applicant or agent taken by an employee of the Randall County Sheriff's Office or otherwise approved by the Randall County Sheriff's Office. If this is a renewal, attach copies of prints made for the original application.
- \_\_\_\_\_ 15. **Final Judgments** *(form provided)*  
 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 directly or indirectly from a bail bond executed by you as a surety or as an agent for a surety.
- \_\_\_\_\_ 16. **Evidence of Prior Employment of Agent** (New applicants)  
 Documentary evidence that, in the two years preceding that date a license application is filed, you have been continuously employed by a person licensed under this chapter for at least one year and for not less than 30 hours per week, excluding annual leave, and have performed duties that encompass all phases of the bonding business.
- \_\_\_\_\_ 17. **Continuing Legal Education Certificate of Agent**  
 A certificate showing completion within the past two years of at least eight hours of continuing legal education in criminal law courses or bail bond law courses that are approved by the State Bar of Texas and that are offered by an accredited institution of higher education in the state.

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**SIGNATURE OF APPLICANT**

---

**DATE**



## AUTHORIZATION OF RELEASE

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

I, \_\_\_\_\_(Surety)

DBA: \_\_\_\_\_(Business Name)

License# \_\_\_\_\_ Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Last 4 no's. of SS#: \_\_\_\_\_

give my permission to have the information that I have provided in my financial statement dated \_\_\_\_\_, to acquire or renew a license with the Randall County Bail Bond Board for the license period beginning \_\_\_\_\_(month and year), be released to the designated person assigned by the board. This person can investigate any and all information provided in the attached copy of the financial statement I have filed with the board.

The authorized person designated will have a letter of authority issued by the board.

This authorization is in effect until final action is taken by the board on the application/renewal dated \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

SWORN AND SUBSCRIBED before me, a Notary Public in and for the State of Texas, on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

SEAL



DECLARATION OF COMPLIANCE WITH  
RULES AND REGULATIONS

CORPORATION LICENSE

**COUNTY OF RANDALL § STATE OF TEXAS**

BEFORE ME, the undersigned authority on this day personally appeared \_\_\_\_\_, who being by me duly sworn on oath stated:

**I am the applicant** in the foregoing application for a Bail Bond License. I make each of the foregoing statements, together with each statement in each required attachment, for the purpose of inducing the Randall County Bail Bond Board to issue to me a license to act as a licensed surety in the courts of Randall County, Texas. I understand that any representation herein which is not true and correct, or any misrepresentation or omission which causes the application not to truly and accurately demonstrate my personal and financial status, may result in the denial of a license, the denial of any renewal of a license, or in the revocation of a license should one be granted under this application. As the applicant **I hereby swear** that I will comply with Chapter 1704 of the Texas Occupations Code as amended, and with the Rules and Regulations of the Randall County Bail Bond Board.

I agree to notify the Secretary of the Board, in writing, of any changes in the name or address of the corporation's agent for service of process.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

SWORN AND SUBSCRIBED before me, a Notary Public in and for the State of Texas, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

SEAL



## ASSIGNMENT OF SECURITY FOR BAIL BOND COLLATERAL

TO: RANDALL COUNTY TREASURER

FROM: \_\_\_\_\_, BAIL BOND LICENSE HOLDER

I, \_\_\_\_\_ (ASSIGNOR), hereby assign the SECURITY described below to the Treasurer of Randall County, Texas (ASSIGNEE).

SECURITY: \_\_\_\_\_ (Attach copy)

FINANCIAL INSTITUTION: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

FACE AMOUNT: \_\_\_\_\_

DATED: \_\_\_\_\_

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

In order to obtain a Bail Bond License in Randall County, Texas and for the purpose of providing security for Bail Bonds written in Randall County, Texas, which may accrue or be authorized under the law, the ASSIGNOR, for and on behalf of the Bail Bond License Holder in the name of the owner specified, assigns to the Randall County Treasurer any and all right, title, claim and interest of whatever nature of ASSIGNOR in and to the SECURITY described above. The Randall County Treasurer has no interest or entitlement to any interest or dividends arising from this agreement. All the interest or dividends should continue to be payable to the ASSIGNOR, and in this regard, SECURITY for the purpose of the Assignment shall mean the FACE AMOUNT (Principal) of the SECURITY (Principal) not the interest accruing on account of the SECURITY.

ASSIGNOR agrees that this assignment carries with it the right to any insurance on the SECURITY that may exist now, or in the future, and includes the right of the Randall County Treasurer to negotiate, redeem, collect and withdraw at any time any part of the FACE AMOUNT of the SECURITY to be applied as payment to unpaid Final Judgment(s) of any forfeitures of bail bonds written in Randall County, Texas. The right of the Randall County Treasurer to apply the SECURITY shall not be affected by a subsequent change in the trade name or business location of the person or entity on whose behalf this assignment is executed. The ASSIGNOR further agrees that the Randall County Treasurer may, in its own discretion and at any time, transfer all or any part of the SECURITY into its own name to satisfy any unpaid Final Judgment(s), or portion thereof, of any forfeiture of bail bonds written in Randall County, Texas. The Randall County Treasurer is hereby appointed attorney-in-fact for the ASSIGNOR with full power and authority to execute any endorsements necessary to complete such a transfer and negotiation.





## FINANCIAL INSTITUTION ACKNOWLEDGMENT

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

The FINANCIAL INSTITUTION acknowledges the assignment of the SECURITY described herein to the Randall County Treasurer. FINANCIAL INSTITUTION acknowledges the Randall County Treasurer has no interest or entitlement to any interest or dividends. FINANCIAL INSTITUTION certifies that it has recorded the assignment and has retained a copy. FINANCIAL INSTITUTION certifies that it does not have any knowledge of anyone else having any lien, encumbrance, right, hold, claim or obligation of the SECURITY. FINANCIAL INSTITUTION accepts the SECURITY with knowledge that it has been posted for and on behalf of the Bail Bond License Holder identified above and agrees to act as the sole agent for the purpose of holding this SECURITY for the Randall County Treasurer's exclusive use. FINANCIAL INSTITUTION agrees not to release, make payment, or otherwise divert or dispose of the SECURITY except in accordance with the written instructions of the Randall County Treasurer. It is understood that notice to or consent of the ASSIGNOR to disposition of the SECURITY by the Randall County Treasurer shall not be required. FINANCIAL INSTITUTION further agrees not to exercise any set of rights it may have with respect to the SECURITY, or to otherwise impede, hinder, delay, prevent, obstruct or interfere with the Randall County Treasurer's right to negotiate, redeem, collect and withdraw this SECURITY promptly.

### ATTEST:

FINANCIAL INSTITUTION

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

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

Job Title: \_\_\_\_\_

ASSIGNOR

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

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

SWORN AND SUBSCRIBED before me, a Notary Public in and for the State of Texas, on this

\_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

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

SEAL



## FINAL JUDGMENTS

STATE OF TEXAS  
COUNTY OF RANDALL

BEFORE ME, the undersigned authority on this day personally appeared

\_\_\_\_\_ who being by me duly sworn on oath the above stated:

\_\_\_\_\_ 1. As of the date of this application I have no final judgments executed by me as a surety or as an agent for a surety in any county that have been unpaid for more than thirty (30) days and that arose directly or indirectly from any bail bond.

OR

\_\_\_\_\_ 2. As of the date of this application the following final judgment(s) that arose directly or indirectly from a bail bond executed by me as a surety or as an agent for a surety remain unpaid for more than thirty (30) days after issuance.

COUNTY	COURT	CASE #	DEFENDANT'S NAME	JUDGMENT DATE	LIABILITY

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

The applicant must check #1 or #2.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

SWORN AND SUBSCRIBED before me, a Notary Public in and for the State of Texas, on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

SEAL