

POTTER COUNTY BAIL BOND BOARD



APPLICATION FOR LICENSE – CORPORATION

To obtain a new license or renew a license

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 four (4) copies. All must be securely bound, either by spiral-bound or contained in a three ring binder. Attachments must be included. All required documents must be in the application package. Identifying information (date of birth, social security number, and account numbers may be left off of the four (4) copies).
3. Application must include a check made out to the PCBBB in the amount of \$500.00.
4. Application must include a letter requesting the application be placed on the next scheduled board meeting.

Application for a new license must be submitted no later than seven (7) days prior to the next meeting to be timely received for inclusion on the board agenda.

Application to renew a current license must be filed not later than the 31st day before the license expiration date. If the license application will be presented at a board meeting the Surety must request in writing the application be placed on the agenda seven (7) days prior to the meeting to the Board Secretary.

All Renewal Applications..... shall include a list of all the license holder's active bonds, pending judgments nisi and final judgments pending payment.

Potter County Bail Bond Board Rules and Regulations Section 4 Licensing 4.2 (i)

5. All new license applications must be turned in to the Sheriff's Board Representative at the PCCC, 13100 NE 29th Amarillo, TX 79111. If the representative is not available the application may be given to the Potter County Treasurer or the Board Secretary. Application will be time/file stamped by the representative and such stamp will serve as proof to the date and time the application was received
6. 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.
7. Potter County Bail Bond Board Rules and Regulations Section 4 Licensing 4.2 g 5....if the application is not complete the application will not be accepted.

**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 (New applications only)	1704.152a4A
17. _____	Continuing Legal Education Certificate of Agent	1704.152a4B

Renewals must include: License hold must include a list of all active bonds, pending judgment nisi and final judgments pending payment.

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.

APPLICANT

DATE

POTTER 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)

- 1. _____ 4. _____ 7. _____
- 2. _____ 5. _____ 8. _____
- 3. _____ 6. _____ 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. CASH: Total Value: \$ _____

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

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

DATE

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

Notary Public

My Commission Expires: _____

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 Potter 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 Potter County Sheriff's Office or otherwise approved by the Potter 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 Only)**
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.

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

APPLICANT

DATE: _____

Renewal Applications only: Include a list of all pending bonds, judgment nisi's and judgment nisi's pending payment

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 Potter County Bail Bond Board for the renewal period _____ (year), be released to the designated person assigned by the Potter County Bail Bond Board. This person can investigate any and all information provided in the attached copy of the financial statement I have filed with the board.

This authorization is in effect until final action is taken by the Board on the application/renewal dated _____.

SIGNED AND SWORN TO before me this _____ day _____ 20____.

_____, Surety

NOTARY PUBLIC

(SEAL)

DECLARATION OF COMPLIANCE WITH RULES AND REGULATIONS

CORPORATION

COUNTY OF POTTER & 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 Potter County Bail Bond Board to issue to me a license to act as a licensed surety in the courts of Potter 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 Potter 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

DATE

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

Notary Public

My Commission Expires: _____

(SEAL)

ASSIGNMENT OF SECURITY FOR BAIL BOND COLLATERAL

TO: POTTER COUNTY TREASURER

FROM: _____, BAIL BOND LICENSE HOLDER

I, _____ (ASSIGNOR), hereby assign the SECURITY described below to the Treasurer of Potter County, Texas (ASSIGNEE).

SECURITY: _____ (Attach copy)

FINANCIAL INSTITUTION: _____

PAYABLE TO: _____

FACE AMOUNT: _____

DATED: _____

MATURITY DATE: _____

In order to obtain a Bail Bond License in Potter County, Texas and for the purpose of providing security for Bail Bonds written in Potter 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 Potter County Treasurer any and all right, title, claim and interest of whatever nature of ASSIGNOR in and to the SECURITY described above. The Potter 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 Potter 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 Potter County, Texas. The right of the Potter 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 Potter 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 Potter County, Texas. The Potter 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.

ASSIGNOR understands and agrees that by this Assignment, all right, title and claim to interest in, use of and control over the disposition of the SECURITY is relinquished and that such SECURITY may be released only by the Potter County Treasurer's written direction.

This document shall serve as notification by the ASSIGNOR to the FINANCIAL INSTITUTION of the terms of this Assignment and Assignor's intention and agreement to be bound by said terms.

This Assignment is made subject to the following terms:

1. **WARRANTY.** ASSIGNOR expressly warrants that it has good title to the property conveyed by this Assignment, and that the property is free from prior encumbrances of any nature or kind. ASSIGNOR furthers warrants that the property will remain free from encumbrances of any kind or nature.
2. **EXISTING LIABILITIES.** This Assignment is subject to no existing obligations.
3. **BINDING EFFECT.** This Assignment and all of its terms and conditions are binding on ASSIGNOR and all his/her/its officers, agents, principals, vice principals, shareholders, stockholders, successors, heirs, devisees, spouse, and assigns.

ASSIGNOR

DATE

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

Notary Public
My Commission Expires: _____

(SEAL)

FINANCIAL INSTITUTION ACKNOWLEDGMENT

STATE OF TEXAS
COUNTY OF _____

The FINANCIAL INSTITUTION acknowledges the assignment of the SECURITY described herein to the Potter County Treasurer. FINANCIAL INSTITUTION acknowledges the Potter 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 Potter 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 Potter County Treasurer. It is understood that notice to or consent of the ASSIGNOR to disposition of the SECURITY by the Potter 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 Potter County Treasurer's right to negotiate, redeem, collect and withdraw this SECURITY promptly.

AMOUNT OF CD: \$ _____ CD #: _____

ATTEST:

FINANCIAL INSTITUTION: _____

BY: _____ DATE: _____

Printed Name: _____

Job Title: _____

ASSIGNOR:

BY: _____ DATE: _____

Printed Name: _____

SWORN AND SUBSCRIBED before me, a Notary Public in and for the State of Texas, on this _____ day
Of _____, 20____.

Notary Public
My Commission Expires: _____

FINAL JUDGMENTS

STATE OF TEXAS
COUNTY OF POTTER

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

DATE

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

Notary Public
My Commission Expires: _____