



TOM GREEN COUNTY BAIL BOND

CHECKLIST OF DOCUMENTS REQUIRED AT TIME OF SUBMISSION FOR APPLICATION TO BE CONSIDERED BY THE BOARD

INCOMPLETE APPLICATIONS WILL BE DENIED LICENSURE

- A. ___ **Rule 4.2 (a)** A completed original application.
- B. ___ **Rule 4.2 (b)** The \$500.00 application fee made payable to the Tom Green County Bail Bond Board.
- C. ___ **Rule 4.2 (g) (1)** A complete and sworn financial statement.
- D. ___ **Rule 4.2 (d)** A certified copy of the properly filed and currently valid Assumed Name Certificate (DBA) made out in Applicant's name. (30 days from approval)
- E. ___ **Rule 4.2 (f)** W-9 Taxpayer Identification Number
- F. ___ **Rule 4.2 (e)** If known; Supply Street Address; Mailing Address and Telephone #. (Maximum 20 days) OC 1704.154 (d)
- G. ___ **Rule 4.2 (g) (4)** If Corporation – Statement of name address and notification agreement.
- H. ___ **Rule 4.2 (g) (2)** Signed Release for Sheriff to investigate.
- I. ___ **Rule 4.2 (1)** Complete listing of active bonds; pending judgments nisi and final judgment payment
- J. ___ **Occupation Code 1704.154 (4) (c)** Three (3) signed original letters of recommendation for the Applicant, specifically identifying the author of the letter and their relationship to the Applicant, which meet the statutory requirements of the Texas Occupations Code, Chapter 1704.
- K. ___ **Occupation Code 1704.154 (4) (g)** A signed original letter of good standing from the bail bond board or bonding authority of each Texas County in which the Applicant has ever been licensed.
- L. ___ **Occupation Code 1704.154 (4) (e Occupation Code 1704.154 (4) (c))** Two (2) passport-sized photos of applicant.
- M. ___ **Rule 4.2 (g) (3)** One (1) full set of Applicant's fingerprints. If this is a renewal application of a current license, the fingerprint card currently on file with the Tom Green County Sheriff's Office is sufficient.
- N. ___ **Occupation Code 1704.154 (4) (c)** A certified copy of the applicant's Criminal History provided by the Texas Department of Public Safety.

O. ____ **Rule 5.1** Designate the form of the **\$50,000.00** security to be deposited with the Tom Green County Treasurer's Office if application is conditionally approved (Circle One):

i. Cashier's Check / Cash / Certificate of Deposit / Real Property

P. ____ **Occupation Code 1704.154 (4) (b)** Proof of completion of at least **8** hours of continuing legal education in criminal law courses approved by the State Bar of Texas and offered by an accredited institution of higher education in the state.

Q. ____ **Occupation Code 1704.152** Submit documentary evidence that in the two years preceding the filing of this Application, Applicant has been continuously employed for **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 **30** hours per week (example, timesheets), excluding annual leave, and perform duties in All phases of the bonding business (example, job description). **(Effective 09/01/2012)**

R. ____ **Rule 4.2 (h)** If Applicant intends to use Real Estate as security, the Application MUST include all information as set out by Texas Occupation Code 1704.155

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

If Renewal, the date original license was granted by Tom Green County: _____

Current License Number: _____ Expiration Date: _____

I do hereby certify that all items necessary are included with my application.

(Signature and Printed Name of Surety Representative)