

**CHECKLIST OF ALL DOCUMENTS REQUIRED AT TIME OF SUBMISSION  
FOR APPLICATION TO BE CONSIDERED BY THE HOPKINS COUNTY BAIL  
BOND BOARD**

**Incomplete Applications Will Be Denied Licensure**

- \_\_\_\_A. Original application, with eight (8) copies and one (1) original, full and properly completed.
- \_\_\_\_B. The five hundred dollar (\$500.00) non-refundable application fee made payable to “Hopkins County Bail Bond Board” and deliverable to the Hopkins County Treasurer.
- \_\_\_\_C. A Certified copy of the properly filed and currently valid Assumed Name Certificate (D.B.A.) made out in Applicant’s name.
- \_\_\_\_D. 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. If letters are for a Corporation, the letters shall be required for the person to be in charge of business
- \_\_\_\_E. If the applicant is a corporation, 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 any bond executed by the agent as a surety or as an agent for a surety.
- \_\_\_\_F. Criminal Background Check processed through DPS website.
- \_\_\_\_G. Designate form of \$50,000.000 security to be deposited if application is conditionally approved. (Circle one) Cash/Cashier’s Check/ Certificate of Deposit/ Real Estate/ Cash
- \_\_\_\_H. Proof of completion of at least eight (8) 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. (Will be waived in accordance with Occupations Code, Chapter 1704.152(c)(1))
- \_\_\_\_I. Sec. 1704.211. CORPORATE POWER OF ATTORNEY. (a) A corporation shall, before executing any bail bond, file with the county clerk of the county in which the corporation intends to execute the bond a power of attorney designating an agent of the corporation authorized to execute bail bonds on behalf of the corporation
- \_\_\_\_J. Applicant’s declaration that the applicant will comply with this chapter and the rules adopted by the Board.
- \_\_\_\_K. A photograph of the applicant or if the applicant is a corporation, of the agent designated by the corporation in the application.

\_\_\_\_ L. A set of fingerprints of the applicant or if the applicant is a corporation, of the agent designated by the corporation in the application taken by a law enforcement officer designated by the Board.

\_\_\_\_ 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 Hopkins County Bail Bond Board as security upon tentative approval of the Application. The following shall be included for EACH parcel:

- (1) A legal description equivalent to the description required to convey the property by general warranty deed.
- (2) Current (within 90 prior to application) statements from every taxing unity 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.
- (4) A sworn statement from the Applicant agreeing not to further encumber the property after conveying it in trust to the Hopkins County Bail Bond Board without first notifying and obtaining in written permission of the Board.
- (5) A sworn agreement from the Applicant that the Applicant will fully insure and keep current the insurance on all improvement 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.
- (6) A current (within 90 days prior to application) appraisal made in accordance with Texas Occupations code, Chapter 1704.155(3)
- (7) A sworn statement from Applicants Spouse, if any, agreeing to transfer to the Hopkins 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.
- (8) Documentation of insurance on the property listing the name of the insurance company to confirm that the property is properly insured.

Date Application Prepared: \_\_\_\_\_ (Circle One) ORIGINAL or RENEWAL

Current License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



C.) Number of CD: # \_\_\_\_\_

Does your designated agent have at least one year continuous work experience in the Bail Bond Business? ( ) Yes ( ) No

Have you been or are you currently licensed under Chapter 1704 of the Occupations Code in another county? ( ) Yes ( ) No

1. List the counties: \_\_\_\_\_

2. Attach a statement verifying that as of the date of application, applicant has no unpaid final judgments of forfeiture against applicant in any county in which applicant holds/has held a license.

Does the designated agent of the corporation have any unpaid final judgments of forfeiture on any bonds executed by that agent? ( ) Yes ( ) No

If yes, attach list of any unpaid final judgments of forfeiture on any bond executed by the agent. Please list amounts and in which counties.

Has your designated agent completed 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 institution of higher education accredited by the State? ( ) Yes ( ) No

List the names, addresses (home and business) and phone numbers of the Corporate Officers: \_\_\_\_\_

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

The items on the attached checklist must accompany this application.

Do you declare that you will comply with the Bail bond Act, Chapter 1704 of the Occupations code and local rules of the Hopkins County Bail Bond Board and with all terms and conditions? ( ) Yes ( ) No

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to, before me, a Notary Public, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public In and For the  
State of Texas