

CHECKLIST FOR INDIVIDUAL APPLICATION AND RENEWALS OF BAIL BOND LICENSES

All Prospective applicants and current licenses should be familiar with the Texas Occupations Code, Chapter 1704 and the Local Rules Established by the Nueces County Bail Bond Board, and abide by both.

NO INDIVIDUAL IS ELIGIBLE TO BE LICENSED UNLESS:

1. Possess the financial resources required and,
2. In the two year preceding the date a license application is filed,
 - A. Have at least one year of continuous work experience in the bail bond business,
 - B. Have completed at least eight hours of continuous legal education in criminal law courses or bail bond courses that are approved by the State Bar of Texas and that are offered by an institution of higher education accredited by the state.

RECORDS OF LICENSEES

A bondsman licensed by Nueces County shall maintain a record of each bond in which the bondsman appears as surety and shall maintain a separate set of records for each county in which the bondsman is licensed. The records shall include the following information for each bond executed and enforced:

1. The style and number of the cause in which the bond is given and the court in which it is executed;
2. The name of the defendant released on bond;
3. The amount of the bail set in the case; and
4. The amount and type of security held by the bondsman, together with a statement as to whether the security was taken for payment of a bail bond fee or for assurance of the principal's appearance in court and the conditions under which the security will be returned. No security shall be held for both payment of a bail bond fee and assurance of the principal's appearance in court that is in excess of the particular risk involved.

The records of a licensed bondsman shall be submitted to the Board or a person designated by the Board for inspection prior to each renewal of the bondsman's license and shall be available for inspection on demand by the Board or its representative.

APPLICANT NAME
_____**THE APPLICANT AND THOSE RENEWING THEIR LICENSES MUST MEET THE FOLLOWING REQUIREMENTS:**

		FOR OFFICE USE ONLY	
REQUIREMENTS		CHECKLIST	COMMENT
Occupations Code Section No. 1704.154(a)	1. File a sworn application for a license or a renewal of license with the Nueces County Bail Bond Board including the following information:		
1704.154(b)(2)(A)	A Name, age, and address of the applicant.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	
1704.154(b)(2)(C)	B Name under which business is to be conducted.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	
1704.154(b)(2)(D)	C Name of place or places including street address and city, wherein the business is to be conducted.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	
1704.154(b)(3) 1704.155	2. Statement listing non-exempt real estate intended to be conveyed in trust to the Board, if any.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	
1704.154(2)(E)	3. Statement indicating amount of cash or cash value of any certificate of deposit intended to be deposited with county treasurer, if license is granted.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	
1704.154(b)(4)(A)	4. A complete sworn financial statement.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	
1704.154(b)(4)(B)	5. Declaration by the applicant that he will comply with Chapter 1704 of the Texas Occupations Code, Regulation of Bail Bond Sureties and the rules adopted by this Board.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included	

1704.154(b)(4)(C)	6. Letters of recommendation from three (3) reputable persons who have known applicant at least three (3) years and states that the applicant has a reputation of honesty, truthfulness, fair dealing and competency and recommends that a license be granted.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
1704.154(b)(4)(D) 1704.154(b)(4)(E) 1704.154(b)(4)(F)	7. Application accompanied by a fee of \$500.00 for filing of application, a photograph, and set of fingerprints of applicant taken by a law enforcement officer designated by the Board.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
1704.154(b)(4)(G) 1704.154(b)(4)(H)	8. If licensed in another county, a list of each county in which the applicant holds a license and a statement by the applicant that as of the date of the application, has no unpaid final judgments of forfeiture against applicant in any county.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
1704.155(1)	9. A legal description of each parcel of property conveyed in trust, if any.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
1704.155(2)(A) 1704.155(2)(B)	10. Current tax statements showing no liens outstanding and net value of the property as per current appraisal by Society of real estate advisors or an appraisal institute, if any.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
1704.155(3)(A)	11. Statement by applicant agreeing to keep all taxes paid while property remains in trust, if any.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
1704.155(3)(B)	12. Statement by applicant not to encumber land held in trust without approval of the board, if any.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included
1704.155(3)(C)	13. Agreement to insure and keep current insurance on improvements to property in trust against damage and destruction, in the full amount of the value claimed for the improvements, if any.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included

1704.155(4) 1704.155(5)	14. Statement indicating whether applicant is married and if so, a sworn statement from spouse agreeing to place property in trust with the board and execute deeds to that effect, if any.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> Included
1704.152(a)(4)(B)	15. 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.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> Included
1704.157	16. Board or authorized representative made inquiries of applicant's requirements of this Act prior to hearing on this application.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> Included
1704.158	17. Hearing held on application.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> Included
1704.159	18. Order tentatively approving application subject to application being perfected by filing required security deposit. If the board is not satisfied, it shall enter an Order refusing the license.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> Included
1704.160(a)(1)(A)	19. Applicant's deposit with County of a cashier's check, certificate of deposit, cash or cash equivalent but not less than \$50,000, or	<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> Included
1704.160(a)(2)(D)	20. Execute in trust to the Board deeds to the property listed by applicant, which property shall have a valuation of not less than \$50,000.	<input type="checkbox"/> Included <input type="checkbox"/> Not Included <input type="checkbox"/> Included