

WEBB COUNTY BAIL BOND BOARD
BONDSPERSON
LICENSING & RENEWAL
POLICIES AND PROCEDURES

ADOPTED AND APPROVED
JANUARY 16, 2019

Webb County Bail Bond Board
Bondsperson Licensing & Renewal
Policies and Procedures

Definitions in this policy and procedure:

- (1) "Person" means an individual or corporation.
- (2) "Bondsperson" means the license holder who for hire or for any compensation deposits any cash or bonds or other securities, or executes as surety or co-surety and bond for other persons.
- (3) "Bonding Business" means the occupation in which the proprietorships, and all other business entities.
- (4) "Company" includes corporations, partnership, sole proprietorships, and all other business entities.
- (5) "Board" means the Webb County Bail Bond Board (WCBBB)
- (6) "Employee" is an individual who has been approved by the Webb County Bail Bond Board to work in an office of a licensed entity.

Application for license or renewal

Any person desiring a license or to renew a license to act as a bonds person in the bonding business shall complete a sworn application for a license. All the prerequisites as detailed in Occupational Code Chapter 1704 et seq as applicable, shall be strictly adhered to and enforced.

Without exception, all applications for license or renewal shall be submitted to the Webb County Bail Bond Coordinator no less than 30 days prior to any anticipated Licensing or before the expiration of any current license. The submitted application should be coordinated to coincide with the subsequent regularly scheduled meeting of the Webb County Bail Bond at which the new license or renewal shall be taken up for review, discussion, and action in accordance with Occupational Code Chapter 1704 et seq for a new license and (a) for renewal. The Webb County Bail Bond Coordinator is hereby charged with receiving all applications for license, or for the renewal of a license, and for the certification of the date of receipt of the application for the license or a renewal of license. The Webb County Bail Bond Coordinator will duplicate to all Bail Bond Board Members for review as soon as possible after receipt.

Under the terms of the act, it shall be the sole responsibility of the licensee to file on a timely basis.

This notice shall serve as demand by the board for information

For the purposes of a renewal of a license it shall be the policy of the Webb County Bail Bond Board to conduct a complete, impartial hearing and investigation of each application in anticipation of approval or the refusal to issue a license or to renewal license.

That in the exercise of the authority conferred by Occupational Code Chapter 1704 et seq for the Webb County Bail Bond Board to administer the act. The following information shall be required as submittal documentation, with each application. For renewal, additional requirements, as detailed in the act are required. Each Application for a new license shall include a copy of the applicants two years personal income tax reports: moreover, failure to comply with the Webb County Bail Bond Rules and each and every requirement for submittal detailed in Occupational Code Chapter 1704 et seq, wherein applicable, shall be considered just cause for refusal; For the renewal of corporate sureties a two year sworn balance sheet of premiums paid to the corporate surety against bonds written shall additionally be required. For either a new license or renewal corporate sureties will additionally supply a copy of any and all contractual relationships and obligation between the license and the surety.

In amplification to the above policies, all the requirements detailed in Occupational Code Chapter 1704 et seq as required for license or renewal shall be submitted with the completed application for renewal. Failure to supply any part or portion of the required documentation will result in a refusal to review and the application will be returned to the licensee as incomplete.

It is the sole responsibility of the applicant to insure the completeness of the application. No application for a new license or a renewal of a license shall be considered as received until certified by the Webb County Bail Bond Legal Counsel, representing the Webb County District Attorney, as complete. In the absence or unavailability of Legal Counsel, the Webb County Bail Bond Board Chair shall certify completeness of all applications.

Minimum required submittals

The following list are required information for a license or renewal. Because of the nature of some businesses, certain information may not be applicable to your specific application. The information hereafter may **be used only as a guide to assist you** and the Webb County Bail Bond Board in arriving at a decision as quickly as possible. However, it is the sole responsibility of the applicant to provide all the information required.

- () Completed Bail Bond Board Application
- () A fee of \$500.00 for filing payable to "Webb County Bail Bond Board"
- () A valid assumed name certificate
- () A photograph
- () A set of fingerprints taken by the sheriff
- () Proof of insurance in force on all improvements on pledged properties;
- () Three letters of recommendation from three reputable individual who have known the individual for no less than three years;
- () Proof of residence of the State of Texas
- () Proof of citizenship of the United States;
- () Proof that applicant is at least 18 years of age;

- () Proof of financial responsibility:
 - () Complete sworn financial balance sheet
 - () List of cash pledged \$50,000.00 minimum; or
 - () List cash equivalents pledged \$50,000.00 minimum;
 - () Proof of Ad-Valorem taxes paid on pledged equivalents;
 - () Certificate copy of contractual agreements with Corporate surety;
 - () Previous two years of business records indicating list of premiums paid to corporate surety balanced against bonds written;
 - () New appraisal on all pledged property with the list of qualifications of the individual or firm conducting the appraisal;
 - () Certificate copy of all trust documents;

- () Corporate charter with proof of admission to do business in Texas and qualified to write fidelity, guaranty and surety bonds;
- () CIC/ NIC background check performed by Webb County on the employees who will perform significant duties in regard to the bail bond business;

- () A statement by the applicant that while the property or properties remains in trust, the applicant:
 - A) Agrees to pay the taxes on the property or properties
 - B) Will not further encumber the property unless the applicant notifies the board of the applicants intent to encumber the property and the board permits the encumbrance; and
 - C) Agrees to maintain Insurance on any improvements of the property against damage or destruction in the full amount of the value claimed for the improvements
- () Taxes have been paid no later then the 1st of March of each year
- () If the applicant is married, a sworn statement from the applicant's spouse agreeing to transfer to the board, as a part of the trust, any right, title, or interest that the spouse may have in the property.
- () Sworn statement that applicant has complied with the law and all local Webb County Bail Bond Rules
- () New applicant's two years personal income tax reports
- () Bail Bond Course certificate
- () Webb County Bail Bond office location information
- () Complete application must be filed 30 days before the Webb County Bail Bond Board can hold a hearing

STATEMENT BY BAIL BOND APPLICANT

STATE OF TEXAS

COUNTY OF WEBB

BEFORE ME, the undersigned authority, on this day personally appeared _____ who after being duly sworn upon his oath stated:

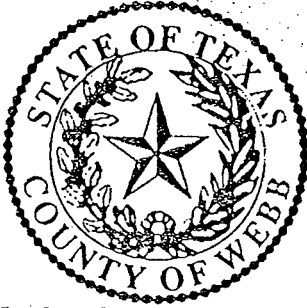
“I _____ am an applicant for a Webb County Bail Bond License, Subject to approval of the Webb County Bail Bond Board, I voluntarily swear of affirm that I will comply with the act governing the bail bond business in the State of Texas, Occupational Code Chapter 1704 et seq. I understand that as an applicant in Webb County, State of Texas my license or application may be revoked or denied at any time for cause detailed in the act, I additionally swear or affirm that the application that I have submitted is the true and correct and that I have not withheld any material information directly through any metal reservations or secret evasion of mind. I additionally swear or affirm that I have complied with all Webb County Bail Bond Board Rules and the Webb County Bail Bond Board employment approval requirement.”

SIGNED on this the _____ day of _____, _____.

Typed Name of Applicant Underline: _____

SIGNED under oath before me by _____ on this the _____ day of _____, _____.

NOTARY PUBLIC, STATE OF TEXAS
MY COMMISSION EXPIRES:



BAIL BOND BOARD

APPLICATION FOR LICENSE
APPLICATION FOR RENEWAL

NOTICE:

THIS INFORMATION IS REQUIRED OF ALL APPLICANTS. TO THESE QUESTIONS YOU WILL FREELY GIVE TRUE ANSWERS. MAKING A FALSE STATEMENT OR MIS-REPRESENTATION SHALL BE SUFFICIENT CAUSE TO REFUSE, SUSPEND, NOT TO RENEW, OR TO CAUSE REVOCATION OF A LICENSE AT ANY TIME! ALL INFORMATION REQUEST IS HEREBY DEMANDED BY THE BAIL BOND BOARD!

GENERAL INFORMATION

LEAVE NO BLANK SPACES. IF NOT APPLICABLE
SO STATE IN THE APPROPRIATE SPACE

DATE PREPARED: _____ RECEIVED BY: _____

NAME OF APPLICANT: _____

RESIDENT ADDRESS: _____

HOME TELEPHONE: _____ RESTRICTED YES NO

PLACE OF BIRTH: _____ NATIONALITY: _____

DATE OF BIRTH: _____ TX. DRIVERS LICENSE: _____ SSAN: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE(S): _____

ARE YOU A RESIDENT OF THE STATE OF TEXAS? YES NO

LIST OF RESIDENCES FOR _____
LAST SIX MONTHS IF _____
DIFFERENT FROM ABOVE _____

ARE YOU INVOLVED IN A PARTNERSHIP YES NO
IF BUSINESS IS A PARTNERSHIP GIVE NAME AND LICENSE NUMBER OF PARTNER:

NAME _____ TELEPHONE _____

*PLEASE LIST ALL EMPLOYEES WHO SHALL
PERFORM SIGNIFICANT DUTIES IN RELATION
TO BAIL BONDS INCLUDE DATE OF BIRTH &
TEXAS DRIVERS LICENSE:

WCBB LICENSE NO. _____

DO NOT WRITE IN THIS SPACE
Date Filed With W.C.B.B.: _____
Date Certified Complete: _____
Certified by: District Attorney Chairman
License Number: _____ Date Issued: _____
Date Renewed: _____ Date Denied: _____
\$500 APPLICATION
FEE PAID CHECK No. _____ Date _____

FINANCIAL
INFORMATION

WEBB COUNTY



BAIL BOND BOARD

NOTICE:

THIS INFORMATION IS REQUIRED OF ALL APPLICANTS. TO THESE QUESTIONS YOU WILL FREELY GIVE TRUE ANSWERS. MAKING A FALSE STATEMENT OR MIS-REPRESENTATION SHALL BE SUFFICIENT CAUSE TO REFUSE, SUSPEND, NOT TO RENEW, OR TO CAUSE REVOCATION OF A LICENSE AT ANY TIME! ALL INFORMATION REQUESTED IS HEREBY DEMANDED BY THE BAIL BOND BOARD!

Full Name (Print or Type) _____ Age _____

Home Address _____
Number & Street City or Town Zip Code State

Telephone No. _____ Social Security No. _____ Dependents _____

Current or Past Business or Employment other than Bail Bond

Name of Company _____ Years Employed There _____

Address _____
Number & Street City of Town Zip Code State

Telephone No. _____ Kind of Business _____

Position with Company _____

Current or Anticipated Business With Surety Company

Name of Company _____ Years as Agent _____

Address _____
Number & Street City of Town Zip Code State

Telephone No. _____ Kind of Business _____
Corporation, Partnership etc...

Is Surety Admitted to do
Business in Texas. Yes No

- Attach to this form Certification(s) from State Board of Insurance:
- (1) Certificate of Authority to do Business in Texas
 - (2) Irrevocable Letter of Credit made payable to County Treasurer for an amount equal to the maximum bond allowed by Surety Company.
 - (3) Certified copy by County Clerk of filing of Power of Attorney.
 - (4) Copy of last annual filing with the State Board of Insurance of Surety annual report as required by Art. 8.20 Insurance Code.



BAIL BOND BOARD
FINANCIAL
INFORMATION
CONTINUED

NOTICE:

THIS INFORMATION IS REQUIRED OF ALL APPLICANTS. TO THESE QUESTIONS YOU WILL FREELY GIVE TRUE ANSWERS. MAKING A FALSE STATEMENT OR MIS-REPRESENTATION SHALL BE SUFFICIENT CAUSE TO REFUSE, SUSPEND, NOT TO RENEW, OR TO CAUSE REVOCATION OF A LICENSE AT ANY TIME! ALL INFORMATION REQUESTED IS HEREBY DEMANDED BY THE BAIL BOND BOARD!

HAVE YOU EVER WORKED FOR THE SHERIFF OF WEBB COUNTY IN ANY CAPACITY PAID OR UNPAID? IF YES, PLEASE GIVE PLACES AND DATES.

HAVE YOU EVER WORKED FOR WEBB COUNTY IN ANY CAPACITY PAID OR UNPAID? IF YES, PLEASE GIVE PLACES AND DATES.

DO YOU CURRENTLY HAVE, OR HAS ANY MEMBER(S) OF YOUR IMMEDIATE FAMILY: MOTHER, FATHER, SISTER, BROTHER, SON, DAUGHTER, SON-IN-LAW, DAUGHTER-IN-LAW, OR FIRST COUSIN WHO WORKS(ED) FOR THE SHERIFF OF WEBB IN ANY CAPACITY PAID OR UNPAID? IF YES GIVE NAME(S) DATES AND PLACES FOR ALL

ARE YOU INVOLVED IN ANY CIVIL LITIGATION IN ANY COURT OF RECORD (OTHER THAN BAIL BOND FORFEITURES THIS OR ANY OTHER COUNTY OF TEXAS? IF YES GIVE DATES OF FILING AND THE NATURE OF THE LITIGATION.

Webb County Bail Bond Board Financial Information Continued

NOTICE:

THIS INFORMATION IS REQUIRED OF ALL APPLICANTS.
TO THESE QUESTIONS YOU WILL FREELY GIVE TRUE ANSWERS.
MAKING FALSE STATEMENT OR MISREPRESENTATION SHALL BE
SUFFICIENT CAUSE TO REFUSE, SUSPEND, NOT TO RENEW OR
CAUSE REVOCATION OF A LICENSE AT ANY TIME! ALL
INFORMATION REQUEST IS HEREBY DEMANDED BY THE WEBB
COUNTY BAIL BOND BOARD!

*SCHEDULE DEPOSITS TO BE PLEDGED TO BAIL BOND BOARD

NAME OF BANK SAVINGS & LOAN	ACCOUNT IN NAME(S) INDIVIDUAL OR COMPANY	CURRENT BALANCE	AMOUNT(S) PLEGGED

*IF APPLICATION IS APPROVED ALL PLEDGED SECURITIES MUST BE MADE PAYABLE TO THE
TREASURER OF WEBB COUNTY DIRECTLY BEFORE LICENSE BECOMES EFFECTIVE. ALL APPLICANTS
HAVE A STATUTORY REQUIREMENT OF A 50,000.00 MINIMUM

*SCHEDULE REAL ESTATE USED AS COLLATERAL TO BAIL BOND BOARD

PROPERTY DESCRIPTION AND LOCATION	TITLE IN NAME OF	MARKET VALUE	DATE BOUGHT	*DATE APPRAISED	TAXES PAID DATE

*IF APPLICATION IS APPROVED ALL PLEDGED PROPERTY CONVEY A LIEN TO THE WEBB COUNTY
TREASURER**APPRAISER MUST BE CERTIFIED BY LAW

WEBB COUNTY



BAIL BOND BOARD
FINANCIAL
INFORMATION
CONTINUED

NOTICE:

THIS INFORMATION IS REQUIRED OF ALL APPLICANTS. TO THESE QUESTIONS YOU WILL FREELY GIVE TRUE ANSWERS. MAKING A FALSE STATEMENT OR MIS-REPRESENTATION SHALL BE SUFFICIENT CAUSE TO REFUSE, SUSPEND, NOT TO RENEW, OR TO CAUSE REVOCATION OF A LICENSE AT ANY TIME! ALL INFORMATION REQUESTED IS HEREBY DEMANDED BY THE BAIL BOND BOARD!

***SCHEDULE OF ANY OTHER CASH EQUIVALENT TO BE PLEDGED AS COLLATERAL TO BAIL BOND BOARD**

EQUIVALENT DESCRIPTION AND TYPE COLLATERAL	TITLE IN NAME OF	PURCHASE VALUE	DATE OF MATURITY	DATE PURCHASED	CURRENT VALUE
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

ADDITIONAL INFORMATION
AS AMPLIFICATION FOR THE
ABOVE PLEDGED SECURITIES

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

STATEMENT BY SPOUSE OF APPLICANT IF MARRIED ACKNOWLEDGING AND AGREEING THAT HE/SHE WILL TRANSFER TO THE TREASURER OF WEBB COUNTY, AS PART OF THE TRUST, ANY RIGHT, TITLE OR INTEREST THAT THE SPOUSE MAY HAVE IN ANY PROPERTY OR CASH EQUIVALENT PLEDGED; AND THE SPOUSE MUST EXECUTE DEEDS OF TRUST, PROOF OF WHICH WILL BE MADE A RECORD OF THIS APPLICATION. LICENSE DOES NOT BECOME EFFECTIVE UNTIL ALL DEEDS OF TRUST AND AN EXECUTED CERTIFIED COPY OF WHICH, IS ACCOMPANYING THIS APPLICATION.

SIGNATURE OF SPOUSE & DATE

**PERSONAL FINANCIAL STATEMENT FOR THE CONFIDENTIAL FILE OF
WEBB COUNTY BAIL BOND BOARD**

Full Name (Print) _____ Age _____

Home Address _____
Number and Street City or Town Zip Code State

Telephone No. _____ Social Security No. _____ Dependents _____

BUSINESS OR EMPLOYMENT

Name of Company _____ Years Employed There _____

Address _____
Number and Street City or Town Zip Code State

Telephone No. _____ Kind of Business _____

Position _____

GENERAL INFORMATION

1. Are all bad and doubtful assets excluded from this statement? Yes No
If no, explain: _____
2. Have you been assessed for additional income taxes? Yes No
If yes, explain: _____
3. Are you a partner or officer in any other venture? Yes No
If yes, provide details: _____
4. Are you a defendant in any suits or legal actions? Yes No
If yes, explain: _____
5. Have any of your debts ever been discharged, satisfied or settled under the Bankruptcy Act? Yes No
If yes, explain: _____

SCHEDULES

No. 1 Banking Relations. (A list of all my bank savings and checking accounts.)

Bank Name and Location	Type of Account	Current Balance	Amount(s) Pledged

No. 2 Accounts, Loans and Notes Receivable. (A list of the largest amounts owing to me.)

Name and Address of Debtor	Amount Owing	Age of Debt	Description of Security Held	Value	Date Payment Expected

No. 3 Life Insurance.

Name of Person Insured	Name of Beneficiary	Name of Insurance Company	Type of Policy	Face Amount of Policy	Total Cash Surrender Value	Total Loans Against Policy	Is Policy Assigned?

No. 4 Marketable Securities -- Stocks & Bonds

Face Value Bonds No. Stock Shares	Description of Security	Registered in Name of	Cost	Present Market Value	Income Received Last Year	If Pledged State to Whom

No. 5 Real Estate. The legal and equitable title to all the real estate listed in this statement.

Description or Street No.	Dimensions or Acres	Improvements Consist of	Mortgages or Liens	Due Dates and Amounts of Payment	Assessed Value	Present Market Value	Unpaid Taxes	
							Year	Amount

No. 6 Accounts Notes & Loan Payable

Name and Address of Debtor	Amount Owing	Age of Debt	Description of Security Held	Value	Date Payment Expected

STATEMENT OF ASSETS AND LIABILITIES

As of _____, 19 _____

PLEASE DO NOT LEAVE ANY QUESTIONS UNANSWERED. USE "NO" OR "NONE" WHERE NECESSARY.

ASSETS	Even Dollars	LIABILITIES	In Even Dollars
Cash and Deposits - See Schedule 1		Notes & Accounts Payable See Schedule 6	
Accounts, Loans and Notes Receivables - See Schedule 2		Unpaid Income Tax	
Cash Value Life Insurance - See Schedule 3		Other Unpaid Taxes	
Marketable Securities-Stocks & Bonds See Schedule 4		Real Estate Mortgages Payable	
Real Estate Used as Personal Residence at Market Value -		Estimated income tax liability on unrealized gain of assets stated at Market Value	
List All Other Real Estate Owned See Schedule 5		Other obligations - itemize	
Automobiles and Other Personal Property			
Other Assets - Interest in Partnerships			
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL ASSETS		TOTAL LIAB. AND NET WORTH	

STATEMENT OF INCOME, EXPENSES AND OTHER OBLIGATIONS

NOTE: Income from alimony, child support or maintenance payments need not be revealed if you do not choose to have it considered as a basis for repaying your obligations to this Bail Bond Board.

CURRENT ANNUAL INCOME

Salary	\$ _____
Bonus	\$ _____
Commissions	\$ _____
Income from assets:	
Dividends and interest	\$ _____
Real Estate	\$ _____
Other	\$ _____
Spouse's Income	
Describe Briefly	\$ _____
Other Income - See Note	\$ _____
TOTAL	\$ _____
Estimated Federal and State Income Taxes	\$ _____

CURRENT ANNUAL EXPENSES

Rent or Mortgage Pymt. (P+I)	\$ _____
Other Financing (P+I)	\$ _____
Real Estate Taxes + Insurance	\$ _____
Amt. Paid on Open Accts.	\$ _____
Food + Utilities	\$ _____
Other	\$ _____
TOTAL	\$ _____

OTHER OBLIGATIONS

Do you have any contingent liabilities?

If yes, give details:

As endorser, co-maker or guarantor

On leases or contracts

_____	\$ _____
_____	\$ _____

Alimony, child support, separate maintenance, etc.

Legal claims

Other Special debt

Amount of contested income tax liabilities

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

The undersigned warrants that this completed financial statement has been carefully read and is true, correct and complete and that you may consider this statement as continuing to be true, correct and complete until a written notice is given to you by the undersigned.

Signature _____ Date Signed _____

Signature _____ Date Signed _____

