

## **MONTGOMERY COUNTY BAIL BOND BOARD APPLICATION FOR INDIVIDUAL OR AGENT LICENSE INSTRUCTIONS**

In order to obtain a bail bonding license from the Montgomery County Bail Bond Board, the applicant must submit a complete application packet which consists of (1) completed application form, and (2) certain items and attachments listed below. Please submit application to Administrator by appointment only. Call 936-538-3520 or email [demetrich.carrington@mctx.org](mailto:demetrich.carrington@mctx.org) for an appointment. **Applications accepted by appointment only. Incomplete applications will not be placed on the agenda.**

Documents required at time of submission of application:

1. Sworn Montgomery County Bail Bond Application for Individual or Agent License.
2. \$500.00 Application Fee. The check or cashier's check must be made payable to the Montgomery County Bail Bond Board. **The application fee is non-refundable.**
3. Copy of Assumed Name Certificate, if D/B/A is to be used.
4. Education Certificate
5. Three (3) letters of recommendation about the applicant. The requirements for these letters are found in Tex. Occ. Code 1704.154(b) (4)(c) and 1704.154(c) and Montgomery County Local Rules Section 2.3 (A) (B) and (C).
6. Photograph of the applicant or, if the application is a corporation, or the agent designed by the corporation in the application.
7. Full set of fingerprints. See Local Rules Section 2.2 (A) – On renewals if a fingerprint card is on file they will not have to be submitted again.
8. An FBI Background check must be submitted with all applications and must be completed within 6 months of the application submission. This can be anywhere between 6 months, up to and including the day the application or renewal application is submitted as long as the Background check is in the application packet. The FBI Background checks are required to be fingerprint based and are required to be submitted on employees as well.
9. If you intend to execute in trust to the Montgomery County Bail Bond Board nonexempt real property as security, submit the following documents for each piece of real property to be executed in trust:

### **New Application:**

- (a) An original certified copy of the warranty deed on real property to be executed in trust. An original certified copy is necessary for original applications.

**Renewal Application:**

(a) If application is for renewal and real property is already executed in Trust: a copy of the warranty deed may be filed with renewal application.

(b) Certified appraisal on nonexempt real property to be executed in trust, completed within twelve (12) months prior to the date of filing the application.

**At the Applicant's option, please submit one (1) of the following:**

(a) A current appraisal made by a real estate appraiser who is a member in good standing of a nationally recognized professional appraiser society or trade organization that has an established code of ethics, educational program, and professional certification program.

(b) The most current appraisal statement from the appropriate county's appraisal district.

**Please check one that applies:**

\_\_\_\_\_ Montgomery County Appraisal District  
\_\_\_\_\_ Other County Appraisal District(s)

(c) Tax receipts showing that all taxes are current from all applicable taxing authorities and that there are no tax liens currently filed against any nonexempt real property to be executed in trust to the Montgomery County Bail Bond Board.

**Please check all that apply:**

\_\_\_\_\_ Montgomery County  
\_\_\_\_\_ City Of  
\_\_\_\_\_ School District  
\_\_\_\_\_ Any other taxing authority

**New Application:**

(a) Copy of the insurance policy against damage or destruction in the full amount of the value claimed for the improvement(s) on the nonexempt real property to be executed in trust to the Montgomery County Bail Bond Board.

**Renewal Application:**

(a) If this is a renewal provide current insurance for property already executed in trust.

**10. Renewals Only- Collateral log – Attachment J**

This is a log of all collateral you currently have and are holding as a guarantee for a bond. Please provide on Exhibit J, Record Requirements. 1704.202(b)(4)- the amount and type of security held by the license holder and (5) a statement of (A) whether the security held by the license holder is (i) for the payment of a bail bond fee; or (ii) to assure the principal's appearance in court; and (B) the conditions under which the security will be returned.

11. Attachment form are provided by the Montgomery County Bail Bond Board in the Application Packet.

**Attachment A-** Attach Assumed Name Certificate behind

**Attachment B-** Documentary evidence – Prior Employment and Continuing Education

**Attachment C-** Personal Financial Statement

**Attachment D-** Agreements as to pledged Real Property

**Attachment E-** Sworn Affidavit Regarding Spouse on Property

**Attachment F-** License in another County (s) and License Suspension or Revocation

**Attachment G-** Final Judgments

**Attachment H -** Statement Regarding Civil Litigation

**Attachment I -** List of Employees

**Attachment J -** List of Collateral or Security Held by Bondsmen

**Attachment K -** Sworn Affidavit acknowledging MCBBB Local Rules

**Attachment L -** Authorization to Montgomery County Sheriff's or County Attorney's Office

**Attachment M--**Form on new employee and submission/receipt of Background check – when submitted to the Administrator

All of the documents listed above are required to be submitted with the Application at the time of submission of the application. Failure to submit these documents will result in the rejection of the application by the Bail Bond Board Administrator and it will not be placed on the agenda until the application or application renewal packet is complete. If the Attachment does not pertain to you, write N/A on the form and submit it with the application.

Once the Board has received a complete application packet, an initial hearing will be held on the application not later than ninety (90) days after the application was received by the Bail Bond Board Administrator.

12. After License is approved by the Montgomery County Bail Bond Board, You must submit one of the following for a new license:

**(a)** Certified check from a federally insured financial institution in the amount of Fifty Thousand Dollars (\$50,000.00) or more, made payable to the Montgomery County Treasurer for the benefit of (name of the Licensee, agent or Insurance Company).

**(b)** Certificate of Deposit from a federally insured financial institution in the amount of Fifty Thousand Dollars (\$50,000.00) or more, made payable to the Montgomery County Treasurer for the benefit of (name of Licensee, agent, or Insurance Company).

**(c)** United States Currency in the amount of \$50,000.00 or more.

**(d)** Executed Deed of Trust to the Montgomery County Bail Bond Board on nonexempt real property that is pledged as security.

**THIS SECTION FOR BOARD USE ONLY**

**ORIGINAL LICENSE ISSUANCE DATE:** \_\_\_\_\_

**RENEWAL FOR** \_\_\_\_ **2YRS** \_\_\_\_ **3YRS**

**DATE APPLICATION RECEIVED:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

**CHECKED BY:** \_\_\_\_\_