

**MONTGOMERY COUNTY BAIL BOND BOARD
INDIVIDUAL AND AGENT LICENSE APPLICATION
INDIVIDUAL AND AGENT RENEWAL APPLICATION**

The original application shall be hand delivered to the Bail Bond Administrator by appointment only:
(501 N. Thompson Ste. 201, Conroe TX 77301)

ORIGINAL OR RENEWAL _____ LICENSE NO: _____

1. Name of Applicant: _____
2. Date of Birth: ____/____/____ DATE OF APPLICATION: _____
3. Home Address: _____
4. Home Phone No: _____ Cell Phone No: _____ Email: _____
5. Name of Spouse (if applicable) _____
6. Name under which business will be conducted (if business is an assumed name attach a file marked copy of the Assumed Name certificate. – **Refer to Section 2.4 (A) (B) (C) and (D). – Requirements for Assumed Name- Local Rules**
7. Business Address: (where business will be conducted) _____
8. Business Phone No: _____

- | | Yes | No |
|--|--------------------------|--------------------------|
| 9. I am a citizen of the United States | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I am a resident of the State of Texas. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I am a least 18 years of age. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I have attached a photograph of myself. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I have attached hereto a copy of my fingerprints (See Section 2.2 (A)* Note – Local Rules | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I possess the financial resources required to comply with Section 1704.160 of the Texas Occupation Code- (Not required on agent license or agent license renewal) | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Attached hereto as Attachment "B" is documentary evidence that, in the two years preceding the Date this application was filed, (a) I have been continuously employed by a person licensed under this chapter for at least one year and for not less than 30 hours per week, excluding annual leave, and have performed duties that encompass all phases of the bonding business and (b) I have 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 accredited institution of higher education in the State of Texas. Part (a) not required on renewals, Part (b) required on new licenses and also renewals that have not taken the continuing education course within two (2) years of the renewal application. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Since August 27, 1973, have you been finally convicted of a misdemeanor involving moral turpitude or a felony? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. I authorize, allow, and permit the Montgomery County Bail Bond Board to review my criminal history and confirm that since, August 27, 1973, I have not been finally convicted of a misdemeanor involving moral turpitude or a felony. (Background check must be in application packet) and meet requirements listed in (a) | <input type="checkbox"/> | <input type="checkbox"/> |

• **(a)** FBI Background checks 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 is submitted as long as the Background check is in the application packet. The FBI Background checks are required to be Fingerprint based. – On renewals Background checks are required to be submitted to the Administrator on employees as well.

**MONTGOMERY COUNTY BAIL BOND BOARD
INDIVIDUAL AND AGENT LICENSE APPLICATION
INDIVIDUAL AND AGENT RENEWAL APPLICATION**

Yes No

18. Attached hereto as **Attachment "C"** is a complete sworn financial statement including an Authorization or Release. **(Not required on agent application or agent renewal.)**
19. Attached hereto are (3) letters of recommendation. **Requirements in Section 2.3 (A) (B) and (C) of the Local Rules.**
20. I intend to deposit with the County Treasurer cash or the cash value of a certificate(s) of deposit or a cashier's check if my application is approved. If yes I will be submitting the following amount: \$ _____. **(Only required on new applications).**
21. I will execute a Letter of Assignment for Certificate of Deposits that are pledged as Bail Bond Collateral **(Required on new applications and new pledges)**
22. I intend to execute nonexempt real property in trust to the Montgomery County Bail Bond Board. If yes, the value of the real property is \$ _____. **(Not required on agent license or agent renewal).**
23. Real Property: If property to be conveyed in trust to Montgomery County Bail Bond Board is nonexempt Real estate, I have submitted the following attached hereto: **This section does not pertain to agent licenses or agent renewals.**
- a. Legal description equivalent to description required to convey property by general warranty deed.
 - b. Current statements for each taxing unit authorized to impose taxes on the property showing that no outstanding tax lien is against the property.
 - c. The property's net value according to a current appraisal made by a real estate appraiser who is a member in good standing of nationally recognized professional appraiser society or trade organization that has been established by a code of ethics, educational program, and professional certification program; Or the property's net value according to a statement from the county's most recent certified tax appraisal roll. **(Appraisals must be within 12 months of filing application or renewal.)**
 - d. Statement agreeing to keep all taxes paid on the property while it remains in trust, and to provide proof of payment with application upon demand of the Montgomery County Bail Bond Board **Attachment "D"**
 - e. Statement agreeing to not further encumber the property without notifying and obtaining the permission of the Montgomery County Bail Bond Board **Attachment "D"**.
 - f. Statement agreeing to maintain insurance on any improvements on the property against damage or destruction in the full amount of the value claimed for the improvements **Attachment "D"**.
 - g. A statement of whether the applicant is married; and if the applicant is married a sworn statement from the applicant's spouse agreeing to transfer to the Montgomery County Bail Bond Board, as a part of the trust, any right, title, or interest that the spouse may have in the property. **Attachment "E"**.
24. I am or have been within the last 10 years licensed under Texas Occupation Code Sec 1704 in another county. If **Yes...**, attached hereto as **Attachment "F"** is a list of each county in which I hold or have held a license within the last 10 years:
25. Has Applicant ever been denied a bail bond surety license or had a license suspended or revoked in the State Of Texas?
If **yes...** attached hereto as **Attachment "F"** is a statement detailing the county, date and reason for the denial Suspension or revocation.
26. I have attached hereto as **Attachment "G"** a declaration stating that I have no final judgments executed by me as a surety or as an agent for a surety in any county that has been unpaid for more than 30 days and that arose directly or indirectly from any bail bond or a declaration detailing all final judgments that arose directly or indirectly from a bail bond executed by me as a surety or as an agent for surety that remains unpaid for more than 30 days after issuance.

**MONTGOMERY COUNTY BAIL BOND BOARD
INDIVIDUAL AND AGENT LICENSE APPLICATION
INDIVIDUAL AND AGENT RENEWAL APPLICATION**

27. I am presently involved in civil litigation.
If yes..., attached hereto as **Attachment "H"** is the case number, court, and county where the litigation is pending.
28. I HEREBY declare that I will comply with the Terms and Conditions of Chapter 1704, Texas Occupations Code, Regulation of Bail Bond Sureties, and the Montgomery County Bail Bond Board Local Rules and Regulations.
29. I HEREBY authorize the Montgomery County Sheriff's office and their agents or the County Attorney's office And their agents as directed by the Administrator to access any and all records necessary to ascertain the Validity of the Statements made in my application for Bail Bond License, **including a credit check to determine Degree of solvency.**
30. This application is accompanied by a **nonrefundable fee of \$500.00.**
31. List of all employees, attached hereto as **Attachment "I"- See Section 3 – 3.1 (A), C-2, C-3 Also See Section 4.0 – Arrests and Dispositions- Local Rules**
32. **Record Requirement:** List of Collateral held by License holder attached hereto as **Attachment "J"** (Renewals only)
33. **Attachment "K" – Sworn affidavit acknowledging Montgomery County Bail Bond Board Local Rules.**
34. **Attachment "L"** Authorization to Montgomery County Sheriff's Office or County Attorney's Office
35. **Attachment "M"** Bail Bond Company Employee Information Form

I have read the above statements consisting of the checklist above and all statements contained in this completed application packet which is based on my personal knowledge, and it is true and correct.

License Applicant Signature

Date

SEAL:

SIGNED AND SWORN to before me on this _____ day of _____, 20_____.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL
APPLICATION
ATTACHMENT "A"

ASSUMED NAME CERTIFICATE (DBA) SHOULD BE
ATTACHED BEHIND THIS AS ATTACHMENT "A"

REFER TO SECTION 2.4 (A)(B)(C) AND (D) UNDER
ASSUMED NAME REQUIREMENTS – LOCAL RULES

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

Attachment "B"

APPLICANT'S STATEMENT OF PRIOR EMPLOYMENT

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

In the two years preceding the date of this application, I have been continuously employed by a person licensed under Chapter 1704 of the Texas Occupations Code for at least one year and for not less than 30 hours per week, excluding annual leave, and have performed duties that encompass all phases of the bonding business.

The date of my continuous employment by a person licensed under Chapter 1704 of the Texas Occupation Code is from ____/____/____ through ____/____/____.

The name , address, and telephone number of the company where I have been continuously employed by a person licensed under Chapter 1704 of the Texas Occupation Code for the time period stated above is :

Name of Company: _____

Address of Company: _____

Telephone No. of Company: _____

APPLICANT'S STATEMENT OF CONTINUING LEGAL EDUCATION

I _____ have completed in person at least eight (8) hours of continuing legal education in criminal law courses or bail bond courses that are approved by the State of Bar of Texas and that are offered by an accredited institution of higher education in the state. (Certificate attached)

Specifically I have completed the following course:

Name of Course: _____

Total Hours of Course: _____

Date Course Completed: _____

SIGNATURE: _____ DATE: _____

SWORN AND SUBSCRIBED BEFORE ME THIS THE ____ DAY OF _____ 20__ IN _____ COUNTY, TEXAS

NOTARY PUBLIC, STATE OF TEXAS

SEAL

EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

Attachment "C"

PERSONAL FINANCIAL STATEMENT

Name : _____ Address: _____

List of all Assets	Amount in Dollars
Cash- Checking Accounts	\$
Cash – Saving Accounts	\$
Certificate of Deposit	\$
Securities –stocks/bonds/mutual funds	\$
Notes & Contract receivable	\$
Life Insurance (cash surrender value)	\$
Personal Property (autos, jewelry, etc	\$
Retirement Funds (eg, IRA's, 401K)	\$
Real Estate (Market Value)	\$
Other Assets (specify) Build Up Fund	\$
Other Assets (specify)	\$
Other Assets (specify)	\$
Other Assets (specify)	\$
Total Assets	\$

List of all Liabilities	Amount in Dollars
Current debt (Credit Cards, accounts)	\$
Notes Payable (describe below)	\$
Taxes Payable	\$
Real Estate Mortgage (describe)	\$
Other Liabilities (specify)	\$
Other Liabilities (specify)	\$
Total Liabilities	\$
Net Worth	\$

Attached additional pages if necessary:

I the above surety give my permission to have the information that I have provided in my financial statement dated _____, to acquire or renew license with the Montgomery County Bail Bond Board for the license period starting _____month/year, be released to the designated person assigned by the Board.

This person can investigate any and all information provided in the attached copy of the financial statement (Attachment L and # 29 on the application form) I have filed with the Montgomery County Bail Bond Board. The authorized person designated will have a letter of authority issued by the Montgomery County Bail Bond Board. This authorization is in effect until final action is taken by the Montgomery County Bail Bond Board on the Application/renewal dated _____.

APPLICANT SIGNATURE: _____ **DATE:** _____

SWORN AND SUBSCRIBED BEFORE ME THIS THE ____ **DAY OF** _____ **20**__ **IN**
 _____ **COUNTY, TEXAS**

 NOTARY PUBLIC, STATE OF TEXAS

seal

 EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

Attachment "D"

AGREEMENTS AS TO PLEDGED REAL PROPERTY

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

I agree and understand that I will not further encumber any property pledged as security after conveyance in trust to the Montgomery County Bail Bond Board without notifying the Board in writing of my intention to further encumber said property.

I agree and understand that I must obtain written permission of the Montgomery County Bail Bond Board in advance of any further encumbrances on any property pledged to the Montgomery County Bail Bond Board as surety.

I further agree and understand that I will keep all taxes paid on the property while it remains in trust.

I agree that if any change occurs that materially reduces the value of the property that I have conveyed in trust to the Montgomery County Bail Bond Board, I will report that change immediately in writing to the Montgomery County Bail Bond Board and if needed, pledge additional security in an amount to comply with Section 1704.160 of the Texas Occupation Code.

I agree that while the property remains in trust, I will maintain insurance on any improvements on the property against damage or destruction in the full amount of the value claimed for the improvements.

I also agree to all the conditions in the approved "Deed of Trust" under Grantor's Obligations (1-9).

SIGNATURE OF APPLICANT/AFFIANT

DATE

SEAL:

SWORN AND SUBSCRIBED BEFORE ME THIS THE ____ DAY OF _____ 20__ in _____ COUNTY, TEXAS.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

ATTACHMENT "E"

SWORN AFFIDAVIT REGARDING SPOUSE ON PROPERTY

I, _____, AGREE TO THE TERMS AS OUTLINED IN THE CODE AND DEED OF TRUST.

FURTHER I STATE: _____ I AM MARRIED
_____ I AM NOT MARRIED

SIGNATURE OF APPLICANT DATE

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____ 20__ IN _____ COUNTY, TEXAS. MY COMMISSION EXPIRES: _____

NOTARY PUBLIC, STATE OF TEXAS DATE

I _____, am the spouse of the above-named applicant, and I agree to transfer to the Montgomery County Bail Bond Board, in trust, any rights of title or interest I have in the cash, certificates of deposit, or non-exempt real property that is pledged as collateral; and that I join in any future transfer of community property to be conveyed in trust to the Bail Bond Board.

SIGNATURE OF SPOUSE DATE

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____ 20__ IN _____ COUNTY, TEXAS. MY COMMISSION EXPIRES: _____

NOTARY PUBLIC, STATE OF TEXAS DATE

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

Attachment "F"

**APPLICANT'S STATEMENT REGARDING
LICENSURE IN ANOTHER COUNTY**

As of the date of this application I am or have been licensed in another county. The following is a list of each County in which I hold or have held a license.

COUNTY	DATE OF LICENSE

STATEMENT REGARDING LICENSE SUSPENSION OR REVOKATION

As of the date of this application I have been denied a bail bond surety license or had a license suspended or revoked as stated below:

County	Date	Action (denial, suspension or revocation)	Reason

LICENSE APPLICANT SIGNATURE

DATE

SWORN AND SUBSCRIBED BEFORE ME THIS THE ____ DAY OF _____ 20__ IN _____ COUNTY, TEXAS.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

ATTACHMENT "G"

FINAL JUDGMENTS REGARDING BAIL BONDS

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority on this day personally appeared _____ who being by me duly sworn on oath the above stated (The applicant must check #1 or #2 below.)

_____ 1. As of the date of this application I have no final judgments executed by me as a surety or as an agent for a surety in any county that have been unpaid for more than thirty (30) days and that arose directly from any bail bond.

Or

_____ 2. As of the date of this application the following final judgment (s) that arose directly or indirectly from a bail bond executed by me as a surety or as an agent for a surety remain unpaid for more than thirty (30) days after issuance.

County	Court	Case No#	Defendant's Name	Judgment Date	Liability

Total Number of Final Judgments: _____

Total amount of Liability: _____

LICENSE APPLICANT SIGNATURE

DATE

Seal:

SWORN AND SUBSCRIBED BEFORE ME THIS THE ____ DAY OF _____ 20__ IN _____ COUNTY, TEXAS.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

Attachment "H"

APPLICANT'S STATEMENT REGARDING CIVIL LITIGATION

(other than NISI's)

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

BEFORE me, the undersigned authority in and for the State of Texas, on this day personally appeared

_____ who, after being duly sworn, deposes and said:

My name is _____

I live at _____.

I wish to state the following facts:

As of the date of this application I am presently involved in civil litigation as listed below:

County	Court	Case	Plaintiff's Name	Defendant's Name

I have read the above statement consisting of _____ page(s) which is based on my personal knowledge, and it is true and correct.

LICENSE APPLICANT SIGNATURE

DATE

Seal:

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ day of _____ 20__ IN
_____ COUNTY, TEXAS.

Notary Public, State of Texas

Expiration of Commission

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

Attachment "1"

LIST OF EMPLOYEES

STATE OF TEXAS
COUNTY OF MONTGOMERY

List all employees that are now working or are going to work for this Bond Company.

I swear that the above list represents all employees working at _____.

I understand that one of the requirements under Section IV, of the Montgomery County Bail Bond Board Local Rules, Qualifications & Eligibility for Bail Bond employees is to obtain an FBI Criminal History Background check on employees, maintain and submit those records to the Administrator. Sureties must also notify the Administrator within ten (10) days when an employee becomes ineligible. Qualifications are set forth in the Texas Occupation Code 1704.302.

LICENSE APPLICANT SIGNATURE

DATE

Seal:

SWORN AND SUBSCRIBED BEFORE ME THIS THE ____ day of _____ 20 ____
IN _____ COUNTY, TEXAS.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL APPLICATION

ATTACHMENT "J"

Required on renewals only

LIST OF COLLATERAL OR SECURITY HELD BY BONDSMAN

Per Section 1704.202 Occ Code- Record Requirements:

- (b) (4)- the amount and type of security held by the license holder and
- (b) (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.

COLLATERAL LOG

DATE REC.NO	TYPE OF COLLATERAL	AMT OF COLLATERAL	FOR APPEARANCE	FOR PMT OF BAIL BOND FEE	CONDITIONS TO BE RETURNED

SIGNATURE OF APPLICANT/LICENSEE

PRINTED NAME OF APPLICANT/LICENSEE

Seal:

SWORN AND SUBSCRIBED BEFORE ME THIS THE ____ DAY OF _____ 20__ IN _____ COUNTY, TEXAS.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

**MONTGOMERY COUNTY BAIL BOND BOARD
ATTACHMENT "K"
SWORN AFFIDAVIT ACKNOWLEDGING MONTGOMERY COUNTY BAIL BOND
BOARD LOCAL RULES**

I, _____, Acknowledge that I have received, reviewed and will adhere to and abide by the Montgomery County Bail Bond Board Local Rules, Revision dated 08/02/2021.

PRINTED NAME ABOVE

LICENSE NUMBER

ADDRESS

PHONE NUMBER

LICENSE APPLICANT SIGNATURE

DATE

SEAL:

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____ 20____ IN
_____ COUNTY, TEXAS.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

MONTGOMERY COUNTY BAIL BOND INDIVIDUAL OR AGENT APPLICATION

AND INDIVIDUAL OR AGENT RENEWAL

ATTACHMENT "L"

Required with all applications and renewals

AUTHORIZATION TO MONTGOMERY COUNTY SHERIFF'S OFFICE

OR COUNTY ATTORNEY

STATE OF TEXAS
COUNTY OF MONTGOMEY

I HEREBY authorize the Montgomery County Sheriff's office and their agents or the County Attorney's office and their agents as directed by the Administrator to access any and all records necessary to ascertain the validity of the Statements made in my application for Bail Bond License, including a credit check to determine degree of solvency.

LICENSE APPLICANT SIGNATURE

PRINT NAME OF APPLICANT/AFFIANT

DATE

SEAL

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ day of _____ 20__ IN
_____ COUNTY, TEXAS.

NOTARY PUBLIC, STATE OF TEXAS

EXPIRATION OF COMMISSION

**MONTGOMERY COUNTY
BAIL BOND COMPANY EMPLOYEE INFORMATION FORM**

ATTACHMENT "M"

1. FULL NAME OF EMPLOYEE: _____
2. BONDING COMPANY EMPLOYED BY: _____
3. DATE OF EMPLOYMENT: _____
4. BONDING COMPANY ADDRESS: _____

5. DO YOU DECLARE THAT YOU WILL COMPLY WITH ALL THE TERMS AND CONDITIONS OF CHAPTER 1704 OF THE TEXAS OCCUPATIONS CODE, REGULATIONS OF BAIL BOND SURETIES AND THE LOCAL RULES ADOPTED BY THE MONTGOMERY COUNTY BAIL BOND BOARD. YES _____ NO _____

THIS FORM AND THE BACKGROUND CHECK IS REQUIRED TO BE SUBMITTED WITHIN THIRTY (30) DAYS OF EMPLOYMENT.

6. FBI CRIMINAL HISTORY BACKGROUND CHECK HAS BEEN APPLIED FOR :

Date

Employee Signature

Date

Licensed Surety Signature

7. FBI CRIMINAL HISTORY BACKGROUND CHECK RECEIVED:

Date

Licensed Surety Printed Name

Date

Licensed Surety Signature

(SEND THIS COMPLETED FORM WHEN ALONG WITH THE FBI CRIMINAL BACKGROUND CHECK AND FINGERPRINT CARD TO THE ADMINISTRATOR AS A COMPLETE PACKET.)
THE LICENSED SURETY SIGNATURE IS BEING NOTARIZED AFFIRMING THE COMPLETION OF RECEIVING AND SUBMITTING THE COMPLETED DOCUMENTS.