

**HIDALGO COUNTY BAIL BOND BOARD  
APPLICATION FOR SOLE PROPRIETORSHIP LICENSE**

**INSTRUCTIONS**

COMPLETED APPLICATIONS MUST BE MAILED OR DELIVERED TO:

Lita L. Leo  
Hidalgo County Bail Bond Board Secretary  
2810 South Business Hwy. 281  
Edinburg, Texas 78539-6243

- Please Note that the applications must be received thirty **(30)** days **BEFORE** the next regular meeting to be considered for approval.
- Please submit the **ORIGINAL APPLICATION** with all original information requested **PLUS** the **TWO (2) COPIES** of all original documentation for individual consideration by each board member.
- Application must be typed
- Incomplete applications will not be considered by the board.
- Financial information must be included with the application.
- Appraisals must be performed by an approved appraiser (see list).
- Applicant must submit a nonrefundable processing fee of \$500.00.

**INSTRUCTIONS UPON APPROVAL**

Upon notice from the Hidalgo County Bail Bond Board that this Application has been conditionally approved, the applicant shall then:

1. Deposit with the Hidalgo County Treasurer, on a deposit warrant supplied by the Hidalgo County Treasurer, either a certified cashier's check or a certificate of deposit made payable to Hidalgo County Treasurer, Trustee for \_\_\_\_\_ d/b/a \_\_\_\_\_ in the amount of \$50,000.00 dollars; or

(e.g.) Hidalgo County Treasurer, Trustee for ABC Insurance Company  
d/b/a Pronto Bail Bond Co., John Doe, agent.

2. Execute in trust to the Hidalgo County Sheriff, a deed to nonexempt real estate property of the value as determined by the Hidalgo County Bail Bond Board, of not less than \$50, 000.00. The condition of the trust being that the property may be sold to satisfy any forfeitures of any bonds, executed by the applicant after such notice and upon such conditions as are provided in the Texas Occupations Code Chapter 1704 as amended by the Texas Bail Bond Fairness Act of 2001. A statement from the spouse must be attached.

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**APPLICATION CHECK LIST**

The attached application for Original or Renewal License must be completely filled out. The items listed below should be returned to the Secretary of the Bail Bond Board. The application will not be considered if it is incomplete or has not been on file with the Secretary of the board at least thirty (30) days prior to the Bail Bond Board's monthly meeting.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

**CHECK LIST**

- 1. APPLICATION – Must be completed and notarized
- 2. FILING FEE (\$500.00). *A nonrefundable application filing fee in the form of a cashier's check is required for original and renewal applications.*
- 3. DECLARATION OF COMPLIANCE
- 4. STATEMENT OF UNPAID JUDGMENTS
- 5. LETTERS OF RECOMMENDATION. *(THREE (3) LETTERS REQUIRED)*
- 6. SWORN FINANCIAL STATEMENT
- 7. CONTINUING EDUCATION *Applicant must provide proof of completion of a certified bail bond course of at least eight (8) hours within the previous two (2) years. [1704.152 (a) 4 (b)]*
- 8. COMPLETED BACKGROUND CHECK. *(Original and Renewal Applications) Completed background check showing that the Applicant does not have a criminal history as required under Chapter 1704.153*
- 9. COMPLETED FINGERPRINT CARD
- 10. PHOTOGRAPH OF APPLICANT
- 11. PROOF OF PREVIOUS EMPLOYMENT (Original applications only) *Applicant must provide proof that he/she has one year of prior continuous work experience in the bail bond business within the previous two (2) years. [Texas Occupations Code 1704.152 (a) e]*
- 12. IF APPLICANT IS A COUNTY EMPLOYEE: *An individual who seeks to be employed by a licensed bondsman or agent for a corporate surety and who is currently employed with the County of Hidalgo, must first submit the written statement provided to the County Department Head and/or Elected Official, in compliance with the County's Outside Employment Policy. The individual shall also submit written approval the County Department Head and/or Elected Official indicating that no conflict exists with the County's interest, and that there is no adverse effect to the County Employee's availability and usefulness to the County during the County Employee's regular work hours. [Hidalgo County Bail Bond Local Rules 15.C]*

**HIDALGO COUNTY BAIL BOND BOARD  
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- 13. ASSUMED NAME CERTIFICATE.** *Applicant shall submit to the Board a valid assumed name certificate or certified copy thereof, properly filed with the County Clerk of Hidalgo County indicating the filling, the expiration date and the name in which the agent for the corporate surety will conduct business.*

**COLLATERAL**

- 14. Certificate of Deposit (CD) or real estate property.** (Circle One) Valuing \$50,000.00

If Certificate of Deposit: List amount \_\_\_\_\_ of Certificate of Deposit.

If Real estate:

Property Description	Date of Appraisal	Property Value

- 15. CURRENT APPRAISAL ON PROPERTY.** *Appraisal prepared by a MAI, SREA or Appraiser approved by the Hidalgo County Bail Bond Board. (If renewal, must be appraised every four (4) years). [Board Rules]*
- 16. CURRENT TAX STATEMENT**
- 17. TITLE POLICY** (Original applications only)
- 18. TITLE REPORT** (Renewal applications only)
- 19. DEED OF TRUST.** Executed to the Hidalgo County Sheriff for the benefit of the Bail Bond Board which must include similar language as the sample deed of trust attached to the application, if real estate property is used as collateral.
- 20. STATEMENT AGREEING TO PAY TAXES, INSURANCE, AND NOT FURTHER ENCUMBER PROPERTY.**

# HIDALGO COUNTY BAIL BOND BOARD APPLICATION FOR SOLE PROPRIETORSHIP LICENSE

This is an application for  ORIGINAL or  RENEWAL bail bond license.  
(Check One)

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

\* Do not write in this space

Approved:	Meeting of:
Not Approved:	
License No.:	License Expiration:
C.D.:	Real Estate:

\_\_\_\_\_  
Judge Israel Ramon, Jr., 430<sup>th</sup> District Court  
Hidalgo County Bail Bond Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lita L. Leo, Hidalgo County Treasurer  
Hidalgo County Bail Bond Board Secretary

\_\_\_\_\_  
Date

# HIDALGO COUNTY BAIL BOND BOARD APPLICATION FOR SOLE PROPRIETORSHIP LICENSE

**1.) Operator of Business**

A. The name and address of the bail bond business:

Company Name	
Address (Physical)	County
City, State, Zip Code	Telephone number

B. American Citizen             Yes                             No

C. The Individual who will be in charge of the bail bond business authorized by the bail bond license:

Name	Date of Birth
Address (residential)	Place of Birth
Length of residence in Texas	Telephone number
Email address	Fax number

**2.) The address of the places where the business will be conducted, and whether or not any other business will be conducted on the same premises and the nature of that business:**

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**3.) Have you ever been directly or indirectly connected with any bail bond business either licensed or unlicensed, in Texas or elsewhere in the capacity of individual owner, partner, member, officer, director or employee?**             Yes                             No

If you answered Yes, provide dates, names of organizations, addresses, type of businesses and the nature of your connection to the business:

From: \_\_\_\_\_ To: \_\_\_\_\_

Title of Position:     Owner     Partner     Officer     Director

## HIDALGO COUNTY BAIL BOND BOARD APPLICATION FOR SOLE PROPRIETORSHIP LICENSE

Name and Address of Business:	Telephone #
Contact Person:	Duties and Responsibilities

4.) Have you ever been directly or indirectly connected with any organization, in Texas or elsewhere, which had its application for license refused by any Federal, State or Municipal authority, or which withdrew such application to avoid a refusal, or which withdrew such application by request, or which had its license or registration suspended, canceled or revoked by such authority?       Yes       No

If you answered Yes, provide details:

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5.) List the names of all employees of your company, along with their addresses: *(all employees shall have a criminal background check conducted, whether an original or renewal application is being submitted)*. (attach additional sheets if needed)

Name	Address

6.) Are you involved in any civil litigation (other than bail bond forfeitures) at this time?  
 Yes       No

If you answered Yes, provide the date of the filing of such law suit and briefly describe the nature of such litigation:

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7.) Have you ever been or has any organization with which you were associated as an owner, partner, officer, employee or otherwise been involved in any voluntary or involuntary bankruptcy, receivership, or insolvency proceeding?       Yes       No

If you answered Yes, provide details:

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**HIDALGO COUNTY BAIL BOND BOARD**  
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**8.)** Have you or any of your employees/agents ever entered a plea of guilty or nolo contendere to, or been convicted of a criminal offense in this state, or any other state, or by the Federal Government other than a traffic violation?

Yes       No

If you answered Yes, provide details:

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**9.)** Has the applicant been a party to any contract or any other agreement whereby it granted an option to anyone to purchase any or all of its assets?       Yes       No

If you answered Yes, provide details:

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**10.)** Does the applicant have any contractual agreements, either directly, written or oral, financial or otherwise, with any person licensed to practice law in the State of Texas or with any relative of said person?       Yes       No

If you answered Yes, provide details:

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**11.)** Has the applicant been a party to any contract or any other agreement whereby it granted an option to anyone to purchase any or all of its assets?       Yes       No

If you answered Yes, please provide details.

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**12.)** Does the applicant have any pending judgments?       Yes       No

If you answered Yes, how many?

Give the following information on each judgments pending: (if applicable)  
(attach additional sheets if needed)

**HIDALGO COUNTY BAIL BOND BOARD  
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	Number 1	Number 2
County case number:		
Defendant's name:		
Date:		
Amount of judgment:		

**13.)** Have you ever been denied or refused a license to act as bondsman in this or any other county in the last twelve (12) months?       Yes       No

If you answered Yes, provide county:

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**14.)** Are you currently employed by the County of Hidalgo?       Yes       No

*[HIDALGO COUNTY BAIL BOND BOARD LOCAL RULES 15.C]*

*An individual who seeks to be employed by a licensed bondsman or agent for a corporate surety and who is currently employed with the County of Hidalgo, must first submit the written statement provided to the County Department Head and/or Elected Official, in compliance with the County's Outside Employment Policy. The individual shall also submit written approval from the County Department Head and/or Elected Official indicating that no conflict exists with the County's interest, and that there is no adverse effect to the County Employee's availability and usefulness to the County during the County Employee's regular work hours. Upon review, the Hidalgo County Bail Bond Board may deny approval if the documents or facts provided are insufficient to demonstrate that no conflict exists with the County's interest and no appearance of special access exists. HIDALGO COUNTY BAIL BOND BOARD LOCAL RULES 15.C*

**15.)** Is applicant married?       Yes       No

If yes, the spouse must execute a sworn statement agreeing to transfer to the board, as part of the trust, any right, title, or interest that the spouse may have in this property; and the spouse must execute the deeds of trust to any community property placed in the security deposit. *[Texas Occupation Code 1704.160 (e)]*



**HIDALGO COUNTY BAIL BOND BOARD  
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**Schedule of Real Estate Property owned by Applicant**

Applicant:

Date of application:

**15.) Real Estate Exempt from Forced Sale: (i.e. Homestead, Trust Asset) (attach additional sheets if needed)**

Legal description	Owners name	Physical location address	Purchase price	Date acquired	Present market value	Amount owed (or other liens)

I certify that the above is true and correct:

\_\_\_\_\_

Applicant's Signature Date

## ACKNOWLEDGEMENT STATEMENT

IN WITNESS WHEREOF the Applicant herein named had caused the foregoing application to be executed, this \_\_\_ day, of \_\_\_\_\_, 20\_\_\_ , and acknowledges that all statements made therein, and supporting schedules, are made for the purpose of inducing the Hidalgo County Bail Bond Board to grant said application, and that all statements herein contained are true.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print Name

SWORN AND SUBSCRIBED TO BEFORE ME on the \_\_\_ day of \_\_\_\_\_, 20 \_\_\_.

\_\_\_\_\_  
Notary Public in the State of Texas

\_\_\_\_\_  
Print Name

**STATEMENT AGREEING TO PAY TAXES, INSURANCE, AND NOT  
FURTHER ENCUMBER PROPERTY**

I \_\_\_\_\_ of the City of \_\_\_\_\_, County of \_\_\_\_\_, State of Texas,  
being duly and solemnly sworn by oath or affirmation, do hereby depose and say as follows:

I will pledge real estate property as collateral in lieu of cash and I \_\_\_\_\_ do agree to pay all taxes due on real estate properties while the property is in trust to the board. I will not encumber the properties while in the trust to the board without first obtaining permission from the board. I agree to obtain insurance on any improvements on the properties in the full amount of the value claimed for improvements while in the trust to the board. I further certify that the fair market value of the real estate property as computed by the appraiser is true and correct.

\_\_\_\_\_  
Print Name

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

SWORN AND SUBSCRIBED TO BEFORE ME on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public in the State of Texas

\_\_\_\_\_  
Print Name

## DECLARATION OF COMPLIANCE

Applicant has received, read and fully understands each of the following:

- 1) Hidalgo County Bail Bond Board Local Rules
- 2) Hidalgo County Bail Bond Board By-Laws
- 3) Chapter 1704, Regulation of Bail Bond Sureties Texas Occupation Code

Applicant understands that each such rule and regulation is a condition to applicant, licensee, and agent for a corporation, or employee of a bondsman being allowed to engage in the Bail Bond business in Hidalgo County, Texas.

**APPLICANT DECLARES COMPLIANCE WITH SAID RULES AND REGULATIONS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Bonding Company:

\_\_\_\_\_  
Title

\_\_\_\_\_  
License Number:

SWORN AND SUBSCRIBED TO BEFORE ME on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public in the State of Texas

\_\_\_\_\_  
Print Name

## CERTIFICATE OF NO OUTSTANDING FINAL JUDGMENTS

This is to certify that neither the Applicant nor the agent have 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 an agent for a surety in any of the counties of the State of Texas.

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

\_\_\_\_\_  
Print Name

SWORN AND SUBSCRIBED TO BEFORE ME on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public in the State of Texas

\_\_\_\_\_  
Print Name

**HIDLAGO COUNTY BAIL BOND BOARD**  
**LIST OF APPROVED REAL ESTATE APPRAISERS**

Be sure to ask the appraiser if they are a fully certified MAI or SERA appraiser and not merely an applicant, or if they have been approved by the Hidalgo County Bail Bond Board. Obtain copy of certification and confirm certification if necessary. If you have any questions, call the Hidalgo County Treasurer's Office at (956) 318-2506.

1. Any MAI or SERA certified appraiser. The following are MAI or SERA certified appraisers:

J.W. Patterson 1111 W. Pecan, McAllen, Texas (956) 686-4532

2. The following appraisers have come before the Board and have been approved:

Edgar Alfredo Herrera, P.O. Box 1722, Edinburg, Texas (956) 802-5508

Arturo Palacios, P.O. Box 3613, McAllen, Texas (956) 664-0073

Greg Palacios Jr., P.O. Box 3795, Edinburg, Texas (956) 287-4674

Leonel Garza III, 1419 Dove, McAllen, Texas (956) 687-7295

Ian Martinez, 813 N. Main Street Suite 618, McAllen Texas (800) 515-5963

## PERSONAL FINANCIAL STATEMENT

Name:	Business Name:
Resident Address:	Business Address:
City, State, Zip	City, State, Zip
Social Security # (last 4 digits):	Date of Birth:

### SUMMARY ASSET LIABILITY STATEMENT ENTER DETAILS ON CORRESPONDING SCHEDULE INSIDE

Assets	Amount	Liabilities & Net Worth	Amount
Cash and Money on Deposit		Notes Payable	
Stocks and Bonds		Margin Accounts	
Accounts & Notes Receivable		Monthly Charges	
Cash Value Life Insurance		Life Insurance Loans	
Deferred Compensation		Unpaid Taxes	
Pension Funds		Real Estate Mortgage / Liens	
Real Estate Owned		Installment Loans	
Vehicles Owned			
		Other Debts (itemize)	
Other Personal Property			
Other Assets		Total Liabilities	
		Net Worth	
<b>Total Other Assets</b>		<b>Total Liabilities and Net Worth</b>	

ANNUAL INCOME & CURRENT EXPENSES		LIABILITIES <i>(except as shown as encumbrances on property)</i>	
Salary	\$		\$
Dividends and Interest	\$		\$
Bonus and Commission	\$		\$
Net Rental	\$		\$
Other - Optional -*	\$		\$
<b>TOTAL</b>	<b>\$</b>		<b>\$</b>

*\* Income from Alimony, Child Support or Maintenance Payments need not be disclosed unless their consideration is desired.*

LIFE INSURANCE	
Name of Person Insured:	Name of Insurance Company:

Name of Beneficiary:	Address of Insurance Company:
Policy Number:	Is Policy Assigned ?
Face Amount of Policy:	Cash Value:
Amount of Yearly Premiums:	Total Loans Against Policy:

### U.S. GOVERNMENT SECURITIES

1.	2.
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### MONEY IN BANKS

Name of Institution:	Address of Institution:
Name of Account:	Person(s) Authorized to Make Withdrawals:
Pledged (Yes/No):	Cash Balance:

*I have no other cash on hand in bank accounts (savings, loans, etc.) other than those I have listed.*

### STOCKS AND BONDS

Name of Issuing Company:	Location:
Market Value Per Share:	Present Rate
Present Rate:	Cost Per Share:
Total Value	Dividend

### AGREEMENT

The undersigned has carefully read the information contained herein and warrants it to be complete, true and accurate as of the following date and may continue to rely upon this statement as continuing to be true and accurate until a written notice of change is given.

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

SWORN AND SUBSCRIBED TO BEFORE ME on the \_\_\_ day of \_\_\_\_\_, 20 \_\_\_

\_\_\_\_\_  
Notary Public in the State of Texas

\_\_\_\_\_  
Print Name