

JBCC
GUARDIANSHIP
REGISTRATION AND
TRAINING



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GUARDIANSHIP
REGISTRATION
AND
WEBSITE
OVERVIEW



GUARDIANSHIP REGISTRATION OVERVIEW

- Per Chapter 155 Government Code, on June 01, 2018, each guardianship must be registered with the JBCC.
- **There is no charge to register a guardianship, or to complete the Guardianship Training Module.**
- Per section 10.2 of the JBCC Rules, registrations must be submitted online.
- To get to the online system to submit your registrations, and to get to the training module, go this website:
www.txcourts.gov/jbcc/register-a-guardianship.
- Create your online profile, which requires you to establish a login name and password. We strongly recommend that you save this information someplace safe for future use.
- Enter the guardianship information (*i.e., registration information, protected person's information, Attorney's information, and Emergency contact.*)
- You must read, complete, and sign the attestation page prior to submitting your registration.
- After submitting your registration, the next step is to complete the Guardianship Training Module.
 - Use Google Chrome to complete the training. (*Other browsers may create problems with completing the training.*)
 - Do not use cell phones, tablets, or Apple devices to complete the training.
 - The course takes approximately 1 hour to complete.
 - The online training is available in English and Spanish.
- After completing the training, you must upload a copy of your certificate of completion to your registration form and submit a copy to the court where the guardianship is filed.



REGISTER A GUARDIANSHIP WEBSITE

On the website you can do the following:

- Go to the online system to register a guardianship.
- Go to the guardianship training module.
- Access this slideshow for how to register a guardianship.
- Access the pdf Guide to Using the Online System, which instructs you on how to do things such as:
 - Track the status of your registration, including seeing which items are still pending.
 - Upload documents to your registration.
 - Update your name and contact information.
 - Withdraw your registration.
 - Reset your forgotten password.



REGISTER A GUARDIANSHIP WEBSITE

- Review important information such as:
 - What a Qualification Date is.
 - What co-guardians must do.
 - What Liquid Estate Value is.
 - Who is required to complete the training module, and who is not required to complete it.
 - Who is required to complete the criminal history background check, and who is not required to complete it.
 - What the JBCC is required to do.
 - What the Courts are required to do.
 - Review [Criminal History Information](#) such as what to you do if you must be fingerprinted for criminal history background check purposes, and what type of background checks the JBCC has statutory authority to conduct.
 - A [link to helpful Frequently Asked Questions](#) (FAQ's)



REGISTER A GUARDIANSHIP WEBSITE

REGISTER A GUARDIANSHIP HOME

[Guardianship Training](#)

[Capacitación de Tutela en Español](#)

[Criminal History Information](#)

[Pre-existing Guardianships](#)

[Guardianship Registration Rules and Resources](#)

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Page Contents

- [Registration Requirements](#)
- [How to Register a Guardianship](#)
- [Online System Resources](#) (*i.e., how to register slideshow, and online registration user guide*)
- [Links to the Online System and Guardianship Training Modules](#)
- [Contacting the Guardianship Registration \(GR\) Department](#)
- [Frequently Asked Questions](#)

Our licensing team is unable to accommodate walk-in customers. If you need assistance, please contact this department via the contact information at the bottom of this page. If we are unable to resolve matters by email, please feel free to request an appointment by phone, or a virtual call with a licensing specialist via Zoom for further assistance.



REGISTER A GUARDIANSHIP WEBSITE

Registration Requirements

Texas attorneys, Texas certified guardians, Texas guardians appointed prior to June 01, 2018, and corporate fiduciaries are not required to complete the criminal history background check or the guardianship training.

To register a guardianship with the JBCC, you must do the following (in the order shown below):

1. File for guardianship with the county where the ward resides.

- Under section 10.2 (a) of the JBCC Rules, this must be completed prior to submitting your registration application to the JBCC.

2. Complete the guardianship training module.

- To [access the training module](#), click on the big, red button below on this page.
- **Use Google Chrome to complete the training.**
- **The training module is free** of charge.
- Mobile and Apple devices may be incompatible to complete this training.
- The course will take approximately 1 hour.
- Once completed, you must download a copy of your training certificate.
 - A must be provided to the court.
 - A copy must be provided to the JBCC by uploading it to your online application.

3. Submit the New Guardianship Registration application. You must submit the registration via our online system.

- Please **ensure your device** (i.e., PC, laptop, etc.) **is set up to allow for pop-ups** as this is required to use our online system.
- You must submit one registration application for each guardianship of person, estate, or both.
- Co-guardians must submit separate registration applications and must complete the guardianship training module separately.
- The name of the proposed guardian, and the name of the ward, listed on your Guardianship Registration form must reflect your legal name (i.e., the name indicated on your government issued identification or driver's license). Preferred names are not permitted.
- In the field for Former Names, if you do not have any former names, you must enter "N/A" in this field.
- Enter the physical address for the ward.
- Registrations are not required to be renewed with the JBCC.

4. Complete the criminal history background check.

Please refer to the [Criminal History Information page](#) of our website for more information on background checks.



REGISTER A GUARDIANSHIP WEBSITE

How to Register a Guardianship

Under section 10.2 (a) of the JBCC Rules, registrations must be submitted via our online system. Those who do not have internet access to apply online can contact us to request a form be mailed to them. Our phone number and mailing address are located at the bottom of this page.

Guardianship Registrations are free of charge. If you are asked to pay a fee, please be advised that is not the correct application and you must withdraw it.

We strongly recommend that you view the "**Watch How to Register a Guardianship Slideshow**", in the Online System Resources section below, **prior to starting the registration process.**

1. Go to our online system by clicking the big, red button below.
2. Select the "**Guardians**" tab, then select "**Guardianship Registration: To Register a Guardianship**".
 - Note: first time users must create a login name and password.
3. Enter the guardian's profile and contact information.
4. Enter the guardianship information (*i.e., the ward's legal name, physical address, case information, etc.*)
5. Read, complete, and sign the attestation page.
 - Note: the name entered in the signature field must be that of the guardian, not the name of the individual who helped them complete the application.
6. Upload a copy of your training completion certificate to your application.
7. Submit your registration application.



CRIMINAL HISTORY INFORMATION



CRIMINAL HISTORY INFORMATION

- All proposed guardians **other than Texas attorneys, Texas certified guardians or corporate fiduciaries** are subject to a criminal history background check. The type of background check conducted is based on the information provided on the guardianship registration form submitted by the proposed guardian.
- The background check must be delivered to the court at least 10 days before the hearing date on the application for guardianship. Please allow sufficient time for processing before the hearing date.
- All criminal history record information is confidential and will only be provided to the clerk and the court with probate jurisdiction for authorized purposes and is not to be placed in the file or record for the guardianship.
- The JBCC and clerk of the Court in which a guardianship application is pending must notify the applicant/proposed guardian and their attorney of the criminal background check requirement.

Two Types of Background Checks

Name and date of birth background check.

(Conducted by the JBCC)

- This is conducted if the value of the liquid assets of the proposed ward's estate is \$50,000 or less.
- The JBCC will send the results to the probate clerk.
Note: Applicants can confirm completion of background checks by clicking on the View Details link of their application under the View Pending Online Applications page of their online profile.

Fingerprint based background check.

(Conducted by the County Clerk where the Guardianship is filed)

- This is conducted if the value of the liquid assets of the proposed ward's estate exceeds \$50,000, or if an applicant resides out-of-state or out-of-country.
- The county will instruct the proposed guardian on how to meet the digital fingerprint background requirement.



CRIMINAL HISTORY INFORMATION

Please email our Criminal History Specialist when:

1. Your hearing date has been scheduled.
 - Please notify us no less than 10 days in advance to allow us plenty of time to ensure the court receives your report prior to the hearing.
2. The court will not schedule a hearing prior to receiving the background check.
 - Please notify us as far in advance as possible to allow us plenty of time to ensure the court receives your report prior to the hearing.
3. You need to submit proof of having been fingerprinted according to the county's instructions.

The Criminal History Specialist can be reached at the following email address:

jbccbackgroundspecialist@txcourts.gov.



ONLINE SYSTEM OVERVIEW



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Guardianship Registration.
- Update your contact information.
- Check the status of your registration.
- Check the status of your guardianship.
- Track the progress of your registration.
- Upload documentation to your registration.
- Update your name and contact information.
- Withdraw your registration (prior to submission).
- Reset your forgotten password.
- Confirm your guardianship information, such as:
 - The type of Guardianship (*i.e., person, estate, or both*)
 - Court Name and Judge's name
 - Estate total liquid assets of the ward
 - The County where the guardianship is filed
 - Guardian Type (*i.e., family member, attorney, friend, certified guardian, etc.*)
 - The ward's name and contact information
 - The attorney's name and contact information
 - The Guardian's emergency contact.





HOW TO REGISTER A GUARDIANSHIP



CREATE YOUR ONLINE PROFILE

- Go to the Register A Guardianship page.
- Scroll down and click the red button circled in the picture.

Online System Resources

- [Watch How to Register a Guardianship- Slideshow \(pdf\)](#) 
 - o This walks you step-by-step/page-by-page through the registration process.
 - o This shows you how to track your application's status online.
 - o This shows you how to track your application's progress online so you can see which items on your application's checklist are complete and which items are pending.
- [Guide to Using the Online System \(pdf\)](#) 

This resource provides various information, including the following:

 - o How to add information, edit, or continue an incomplete application.
 - o How to update your contact information.
 - o How to reset a forgotten password.
 - o How to attach documents to pending application.

Online System and Guardianship Training Modules

REGISTER A
GUARDIANSHIP

GUARDIANSHIP
TRAINING MODULE

CAPACITACIÓN DE
TUTELA EN
ESPAÑOL

COMPLETING THE INITIAL USER REGISTRATION PAGE

- Fields with a red asterisk are required.
- Enter the Guardian's Information:
 - Full legal name
 - Date of Birth
 - Mailing Address
- Create your Login Name
- Create your password:
 - Passwords are case sensitive
 - It must be at least 8 characters long
 - It must contain 1 uppercase letter, and 1 lowercase letter
 - It must contain 1 number
 - It must contain 1 special character such as: #,@,&, etc.
- Click **Register** to start the registration form.

Initial User Registration - Guardians

Fields marked with asterisk (*) are required.

Guardian Information

Please complete the profile using the guardians name and contact information. Must provide full legal name stated on your government issued identification card or driver's license. Preferred or Nicknames are not permissible.

Last Name *	<input type="text" value="Doe"/>	First Name *	<input type="text" value="Jamie"/>	Middle Name	<input type="text" value="Jane"/>
Suffix	<input type="text"/>				
DOB *	<input type="text" value="01/01/1980"/>				

Guardian Mailing Address

Country *	<input type="text" value="United States"/>				
Address *	<input type="text" value="6789 Anywhere St."/>	Apt/Unit/etc.	<input type="text"/>		
City *	<input type="text" value="Austin"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="jamiejamedoe@myfake"/>	Alternate E-mail	<input type="text"/>

Online Account Information

Login Name *	<input type="text" value="JamieJDoe"/>		
Password *	<input type="password" value="*****"/>	Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.	
Re-type Password *	<input type="password" value="*****"/>		

COMPLETING THE GUARDIANSHIP REGISTRATION INFORMATION

- Fields with a red asterisk are required.
- For Guardianship Registration Information enter the following:
 - Former Names.
 - List 'None' if no former names
 - Guardianship Type
 - Estate total liquid assets
 - County (where guardianship is filed)
 - Court Name
 - Judge's Name
 - Guardian Type
- Skip "Additional Information"
- For Protected Person information Enter:
 - Ward's legal name
 - Date of Birth
 - Gender
 - Case Type
- Click **Next** to go to the next page

New Guardianship Registration

Fields marked with asterisk (*) are required.

Guardianship Information | Address Information | Additional Information | Questions | Attestation

Next >>

Guardianship Registration Information

For Guardian Only: List any former names *

Were you appointed guardian for this ward by a Texas court before June 1, 2018? * Yes No Is this a temporary Guardianship? * Yes No

Guardianship Type *	<input type="text" value="Guardianship of a Person"/>	Estate total liquid assets of ward *	<input type="text" value="700000.00"/>
County *	<input type="text" value="TRAVIS"/>	Court Name *	<input type="text" value="County Court at Law"/>
Guardian Type *	<input type="text" value="Family Member"/>	Judge's Name *	<input type="text" value="Nick Fury"/>

Additional Information

Protected Person Information (Ward)

Last Name *	<input type="text" value="Doe"/>	First Name *	<input type="text" value="John"/>
DOB *	<input type="text" value="01/01/2010"/>	Gender *	<input type="text" value="Male"/>
Case Type *	<input type="text" value="Minor"/>		

COMPLETING THE GUARDIANSHIP REGISTRATION INFORMATION *(CONTINUED)*

- Fields with a red asterisk are required.
- For Attorney Information enter the following:
 - First and Last name
 - Bar Number
 - Attorney's contact information
- For Protected Person Contact Information Enter:
 - Country (United States)
 - Physical Address

Attorney Information					
Last Name *	<input type="text" value="Romanoff"/>	First Name *	<input type="text" value="Natasha"/>		
Bar Number	<input type="text" value="00112233"/>				
<hr/>					
Case # *	<input type="text" value="A-2023-65"/>				
Qualification Date	<input type="text"/>				
Protected Person (Ward's) Physical Contact Information					
Country *	<input type="text" value="United States"/>				
Address *	<input type="text" value="1234 Anywhere St."/>	Apt/Unit/etc.	<input type="text"/>		
City *	<input type="text" value="Austin"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
County	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext	<input type="text"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail	<input type="text"/>	Alternate E-mail	<input type="text"/>
Attorney Contact Information					
Country	<input type="text" value="United States"/>				
Address	<input type="text" value="1234 Marville Way"/>	Apt/Unit/etc.	<input type="text" value="101"/>		
City	<input type="text" value="Austin"/>	State/Province	<input type="text" value="TEXAS"/>	Zip	<input type="text" value="78701"/>
County	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext	<input type="text" value="512-333-3333"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="nromanoff@stark.com"/>	Alternate E-mail	<input type="text"/>
Emergency Contact Information Add					
<p>Please click 'Add' to add a new row.</p> <p>Provide name and phone number of emergency contact for the Guardian.</p>					
<hr/>					
<input type="button" value="Reset"/>					<input type="button" value="Next >>"/>

COMPLETING THE GUARDIANSHIP REGISTRATION INFORMATION *(CONTINUED)*

- Emergency Contact information is optional.
- To provide Emergency Contact Information:
 - Click **Add**
 - Enter their First and Last Name
 - Enter their phone number
- Click **Next** to go to the next page

Emergency Contact Information Add

Please click 'Add' to add a new row.
Provide name and phone number of emergency contact for the Guardian.

Last Name	First Name	Relationship	Phone	Delete
<input type="text" value="Doe"/>	<input type="text" value="Geoffrey"/>	<input type="text" value="Family Member"/> ▼	<input type="text" value="512-444-4444"/>	Delete

Emergency Contact Information Add

Please click 'Add' to add a new row.
Provide name and phone number of emergency contact for the Guardian.

COMPLETING THE ADDRESS INFORMATION PAGE

- Fields with a red asterisk are required.
- Enter the mailing address of the Guardian in the designated section. This can be a physical address, business address, PO Box, etc.
- Enter the home address of the Guardian in the designated section. This can only be a physical address.
- Click Next to go to the next page

New Guardianship Registration

Fields marked with asterisk (*) are required

Guardianship Information — **Address Information** — Additional Information — Questions — Attestation

<< Back Next >>

Please review Address Information for accuracy.

Guardian Mailing Address Copy From

Country *	<input type="text" value="United States"/>				
Address *	<input type="text" value="PO Box 123"/>	Apt/Unit/etc.	<input type="text"/>		
City *	<input type="text" value="AUSTIN"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="JBCCGUARDIANREGIST"/>	Alternate E-mail	<input type="text"/>

Guardian Home Address Copy From

Country *	<input type="text" value="United States"/>				
Address *	<input type="text" value="6789 ANYWHERE ST."/>	Apt/Unit/etc.	<input type="text"/>		
City *	<input type="text" value="AUSTIN"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="JBCCGUARDIANREGIST"/>	Alternate E-mail	<input type="text"/>

Reset << Back Next >>

THE ADDITIONAL INFORMATION PAGE

- Skip the Additional Information page
- Click **Next** to go to the next page

The screenshot displays a multi-step registration process titled "New Guardianship Registration". The steps are: Guardianship Information, Address Information, Additional Information (highlighted with a dark blue background and a downward-pointing triangle), Questions, and Attestation. A red note in the top right corner states "Fields marked with asterisk (*) are required". Navigation controls include a "Reset" button on the left and two sets of "Back" and "Next" buttons on the right.

New Guardianship Registration

Fields marked with asterisk (*) are required

Guardianship Information — Address Information — **Additional Information** — Questions — Attestation

Reset

<< Back Next >>
<< Back Next >>

COMPLETING THE QUESTIONS PAGE

- Carefully read each question and select the appropriate answer.
 - Provide the appropriate explanation for any questions you answer 'Yes' to.
- If there is a co-guardian, you must provide their name in the text field that opens when you select 'Yes' to that question.
 - Co-guardians must register separately
 - Each Co-guardian must complete the training module
- Click **Next** to go to the next page

New Guardianship Registration

Fields marked with asterisk (*) are required.

Guardianship Information — Address Information — Additional Information — **Questions** — Attestation

<< Back Next >>

Questions

#	Question	Response
1	Have you ever been relieved of responsibilities as a guardian by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
2	Have you ever been removed as guardian in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever been found civilly liable or settled a claim in an action, including but not limited to a surcharge action, involving allegations of fraud, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion on your part? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
4	Is there a co-guardian? (Please note, co-guardians must still submit separate registration applications.)	<input type="radio"/> Yes <input type="radio"/> No

Reset << Back Next >>

COMPLETING THE ATTESTATION PAGE

- Carefully read each bullet on the attestation page.
 - You must check each box on the page.
- Enter your name in the **Applicant's Name** field, then press the **Tab** button on your keyboard to tab over to the Date field.
- Enter the date, then press the **Tab** button on your keyboard to tab down to the **Submit Application** button and press the **Enter** button on your keyboard to submit your registration.
- After submitting your registration, you will be taken to the *New Guardianship Registration Submitted* page.

New Guardianship Registration

Fields marked with asterisk (*) are required.


Guardianship Information — Address Information — Additional Information — Questions — **Attestation**

<< Back

Attestation

You must check the following:

- As part of the registration process, I understand and agree to the information below:
 - Guardianships that existed before June 1, 2018 are not required to complete the guardianship training nor are they required to undergo a criminal history background check unless ordered to do so by the court.
 - There will be a check of my criminal history records. If the value of the liquid assets of the estate is \$50,000 or more, I will submit my fingerprints in accordance with directions from JBCC. It is my responsibility to timely initiate the criminal history background check. I will pay the cost of running the check on my fingerprints and the fee for criminal history reports. I must submit a copy of my fingerprinting receipt to the JBCC at jbccguardianregistration@txcourts.gov. The JBCC is not notified when I am fingerprinted, so I will need to provide the receipt.
 - I must submit complete information on the registration form for JBCC to process my registration.
 - After completing and submitting the registration information, I must also complete the Guardian Training Module available on the guardianship registration page of the [JBCC website](#).
 - If I am appointed and qualify as guardian, I have a continuing obligation to notify JBCC of any changes to registration information not later than 30 days after the change.
 - Submitting false information or omitting any required disclosures may result in the denial of my registration.
 - If I have any questions I submit them to jbccguardianregistration@txcourts.gov.
 - The JBCC does not approve or deny registrations for appointment as guardian. The JBCC conveys information from this form, criminal history record data, and confirmation of guardian training to the court with jurisdiction over the guardianship. It is the court, not the JBCC, that decides whether to approve my registration for appointment as guardian.
- I declare under penalty of perjury that the information provided in this application is true and correct.

Applicant's Name * Date * 

Submit Application << Back

NEW GUARDIANSHIP REGISTRATION SUBMITTED PAGE

- On this page you can do the following:
 - Print your Application Summary (*i.e., print a copy of your registration form*). We strongly recommend printing this document for your records.
 - See your registration form's checklist. This shows which items are pending.
- When you upload items to your form, you will be able to confirm it uploaded successfully on this page.
- Click the **Return Home** button.

New Guardianship Registration Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **New Guardianship Registration** has been submitted. Your online transaction number is **266322**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print application summary: [Click Here](#)

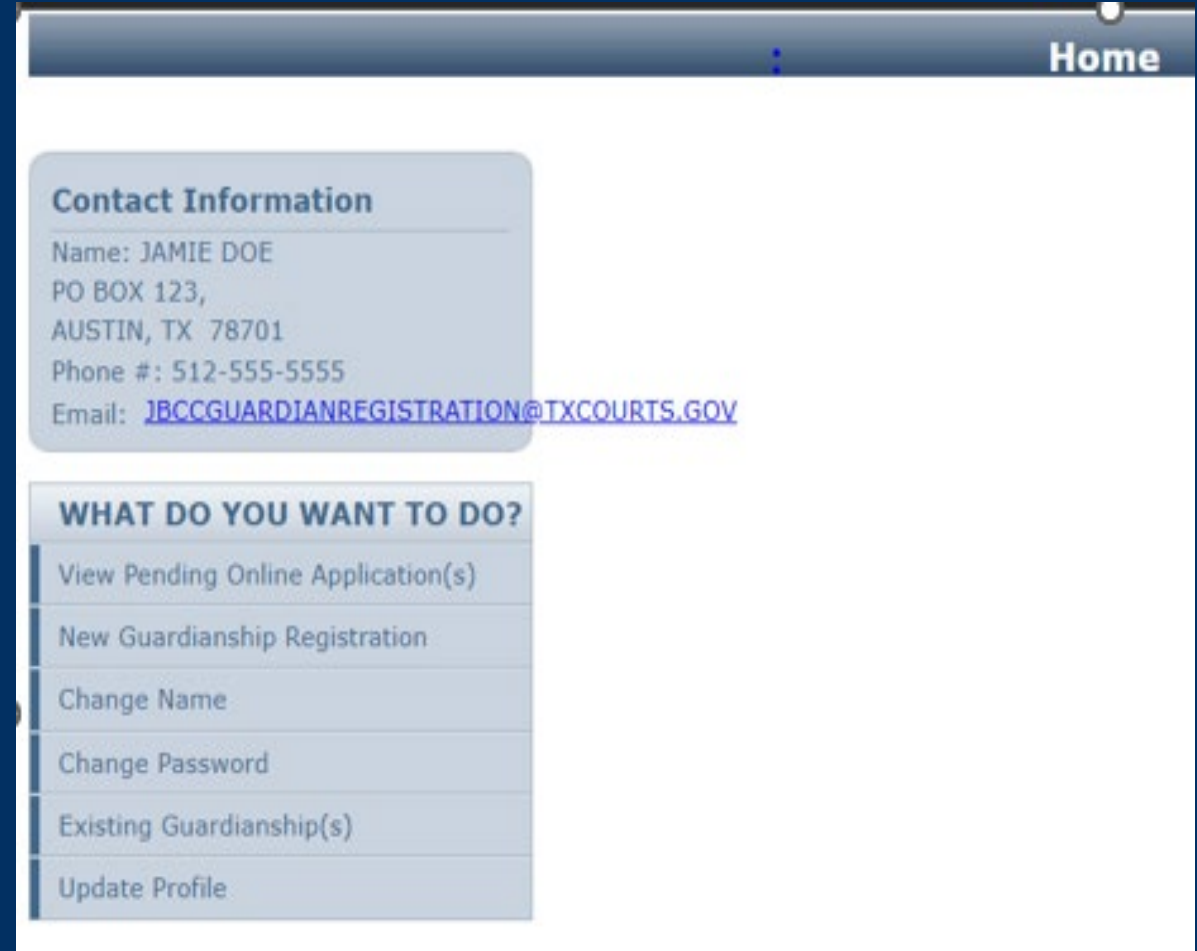
Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Proof of Completion of FP CH Received.	Documents (0)	Pending
2	All	Registration notification sent to Clerk	N/A	Pending
3	All	Name and DOB background check.	N/A	Pending
4	All	Criminal History Sent to Clerk	N/A	Pending
5	All	Guardianship Training Completion	Documents (0)	Pending
6	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Return to Home](#) [Logout](#)

YOUR PROFILE HOME PAGE. SEE YOUR AVAILABLE OPTIONS

- On this page you can do the following:
 - Confirm your Contact Information
 - Submit a new guardianship registration.
 - This is only to be used if you are guardian to an additional ward. This is not to be used to update information for an existing ward.
 - Please contact us for information on how to make updates.
 - Changes to the county, the location of the ward, type of guardianship, etc. must be made with the county. They will notify us of said changes and we can update our system at that time.
 - Update your profile information (*i.e., your contact information*)
 - Submit the Change Name form.
 - This is only for the Guardian's name.
 - Change your Password.
 - See a list of your existing registrations and the guardianship status.
- Click the **Return Home** button



THE VIEW PENDING/INCOMPLETE ONLINE APPLICATIONS PAGE

- On this page you can do the following:
 - See the status of your registration form.
 - Hover your mouse's cursor over the status to see descriptive text regarding the status (*i.e., what the status means, and any additional information*).
 - See your form's transaction number.
 - When corresponding with our office, please provide this number.
 - See the current step of your application.
 - Review and print your application summary.
 - Upload documents to your form by clicking the **View Details** link.
 - Withdraw your application
 - if you started it but did not submit it yet, you will see the Continue Application option under the Action column.

[Continue Application](#)

[Withdraw](#)

Once the form is submitted, only staff can withdraw it.

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	266322	09/22/2023	Review by State	Application Summary	View Details	Withdraw	Received by State

THE PENDING APPLICATION DETAILS PAGE

- On this page you can see the status of items that have been completed, or are still pending, such as:
 - That the clerk has been notified your registration form has been submitted to our office.
 - That your name and date of birth background check has been completed.
 - That your name and date of birth background check has been sent to the clerk.
 - That your training certificate has been reviewed by our office and marked as completed.
 - That your proof of completion of the fingerprint (FP) criminal history (CH) has been received by our office and marked as completed.
 - FP background check is not required for everyone.
 - Any additional documents you have submitted will be reflected on this page as well.
- Click **Back to Pending Application List**, then click **Return to Home**

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
New Guardianship Registration	266322	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Proof of Completion of FP CH Received.	Documents (0)	Pending
2	All	Registration notification sent to Clerk	N/A	Pending
3	All	Name and DOB background check.	N/A	Pending
4	All	Criminal History Sent to Clerk	N/A	Pending
5	All	Guardianship Training Completion	Documents (0)	Pending
6	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Back To Pending Application List](#)

HOW TO VIEW YOUR EXISTING GUARDIANSHIPS



HOW TO VIEW YOUR EXISTING GUARDIANSHIPS

- Login to your profile and click the **Existing Guardianship(s)** button on your home page.
- From the Existing Guardianship(s) page you can see the following information:
 - All guardianship registrations you have submitted to our office.
 - The status of each guardianship. Statuses are:
 - **In Progress** (*i.e., the registration is not complete for various reasons such as we are awaiting information from the registrant, or awaiting information from the court*)
 - **Active** (*i.e., county has provided the qualification date of the guardianship to our office. The registration is now complete.*)
 - **Closed**
 - **Withdrawn**
 - The Ward's name
 - The guardianship type
 - The County the ward resides in
 - The Judge's name
- Click **Return to Home**

Manage Guardianship and Protected Person Information

Fields marked with asterisk (*) are required

[Return To Home](#)

Entity Information

<u>Name</u>	<u>Mailing Address</u>
JAMIE DOE	PO BOX 123 AUSTIN, TX 78701 JBCCGUARDIANREGISTRATION@TXCOURTS.GOV

Protected Person List

Guardianship Type	Guardianship Status	Protected Person Name	Guardian Type	County	Judge Name
Guardianship of a Person	In Progress	John Doe	Family Member	TRAVIS	Nick Fury

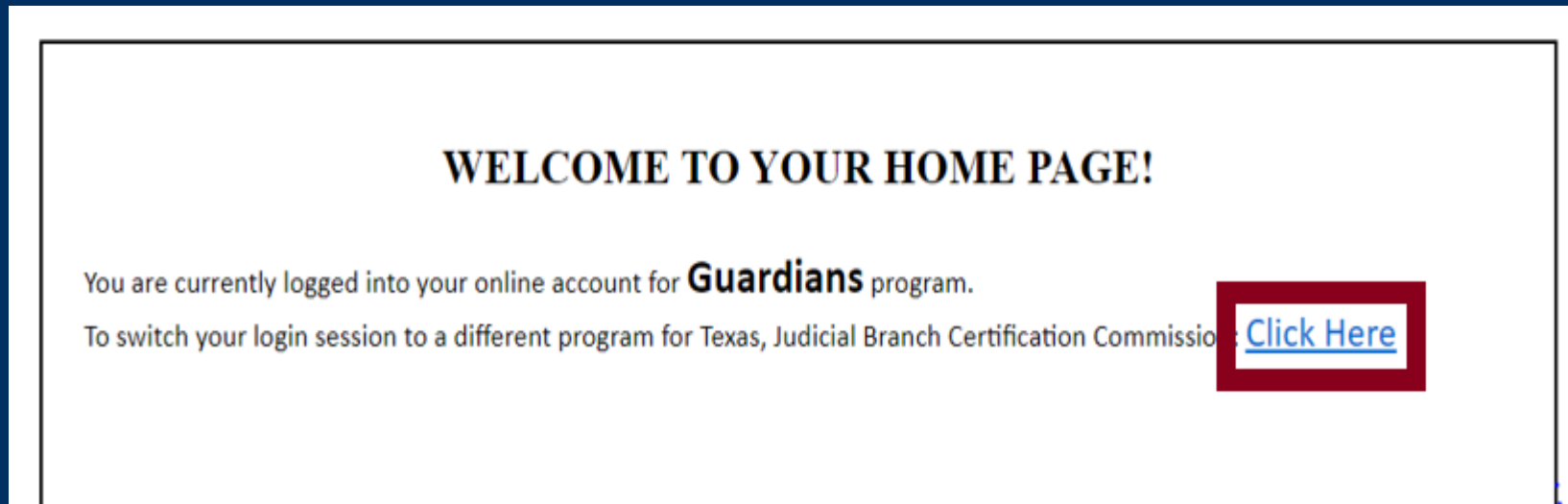
WHAT TO DO IF YOU SUBMITTED THE WRONG APPLICATION



WHAT TO DO IF YOU'VE SUBMITTED THE WRONG APPLICATION.

If you applied for a professional Guardian Certification or Guardianship Program in error, you must do the following:

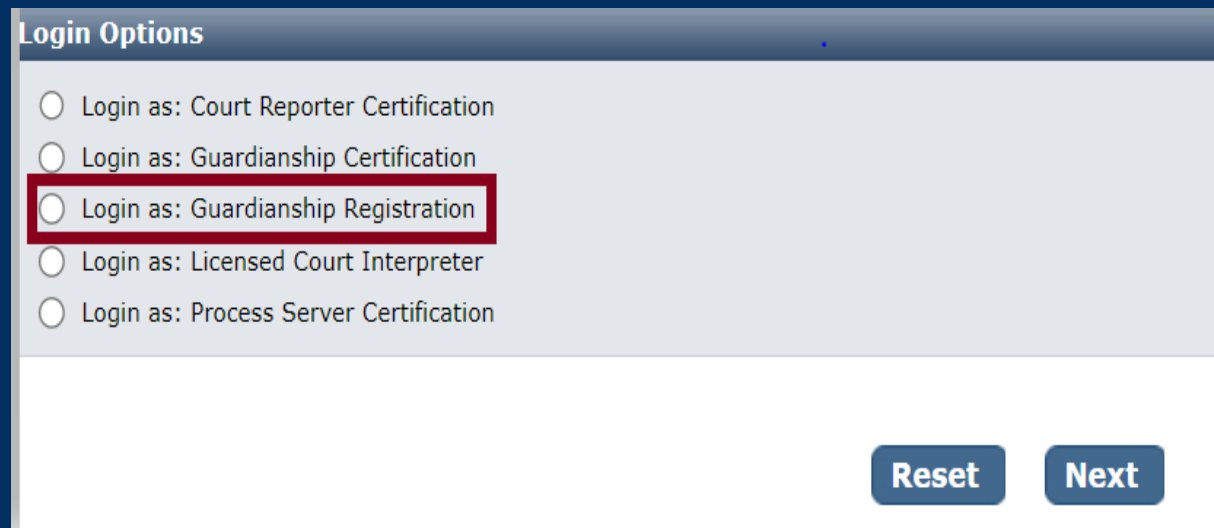
1. Email the Guardianship Registration Department at jbccguardianregistration@txcourts.gov to notify one of our licensing specialists. They will be able to withdraw the application you submitted in error and provide you with instructions on how to have the fee you paid returned to you.
2. Log back into your online profile to submit the Guardianship Registration form and switch to the Guardianship Registration (GR) department. On your profile home page, scroll to the section shown below and click “Click Here”.



WHAT TO DO IF YOU'VE SUBMITTED THE WRONG APPLICATION (CONTINUED).

On the Login Options page, you must select **Login as: Guardianship Registration**, then click **Next** to be taken to the proper menu page.

On the **What Do You Want to Do** menu, click **New Guardianship Registration** and follow the instructions accordingly from there.



The screenshot shows the 'Login Options' page with a list of radio buttons. The option 'Login as: Guardianship Registration' is selected and highlighted with a red box. Below the list are 'Reset' and 'Next' buttons.

Login Options

- Login as: Court Reporter Certification
- Login as: Guardianship Certification
- Login as: Guardianship Registration
- Login as: Licensed Court Interpreter
- Login as: Process Server Certification

Reset **Next**



The screenshot shows the 'WHAT DO YOU WANT TO DO?' menu with several options. The option 'New Guardianship Registration' is highlighted with a red box.

WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- New Guardianship Registration**
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

CONFIDENTIALITY OF REGISTRATION DATA



CONFIDENTIALITY OF DATA IN THE GUARDIANSHIP REGISTRY

Section 155.155 of the Government Code establishes the confidentiality of information in the registration database.

Sec. 155.155. CONFIDENTIALITY OF INFORMATION IN DATABASE. (a) Information that is contained in the database required under Section 155.152, including personally identifying information of a guardian or a ward, is confidential and not subject to disclosure under Chapter 552 or any other law.

(b) A law enforcement agency or officer that receives the information must maintain the confidentiality of the information, may not disclose the information under Chapter 552 or any other law, and may not use the information for a purpose that does not directly relate to the purpose for which it was obtained.

For security purposes only staff of the Judicial Branch Certification Commission can be given access to the registration database. Registration Data cannot be provided or confirmed to guardians, the guardian's attorney, or guardianship programs.

Registration Data includes, but is not necessarily limited to:

- The name and contact information of the guardian,
- Any information regarding the ward, and
- Guardianship case information.

Registration data is only available to the following parties:

- Law enforcement (via the Texas Law Enforcement Telecommunications System, or TLETS), and
- The clerk's office where the registration is filed.



ADDITIONAL INFORMATION



ADDITIONAL INFORMATION

Please send an email to jbccguardianregistration@txcourts.gov to reach our department directly.

- Matters regarding criminal histories must not be submitted to the address shown above.
- Please be advised that only staff in the Guardianship Registration (GR) Department can assist with registration matters; therefore, we request that inquiries not be submitted to other departments.

Contact a licensing specialist in the GR Department for questions related to your guardianship registration.

- If there is a specific licensing specialist you need to contact, please send your email to their attention. For example: Assistance with Transaction #123456, Attention: Jane Doe. This will ensure your email is received by that specialist.



GUARDIANSHIP REGISTRATION TRAINING MODULE OVERVIEW



GUARDIANSHIP REGISTRATION TRAINING

- Once you enter the online registration information, complete the online guardianship training.
- A proposed guardian may not be appointed guardian unless the proposed guardian completes the training provided on the JBCC's website.
- Upon completion of the training, each proposed guardian will receive a certificate. "X" out of the last completion slide to download and print the certificate of completion.
- The JBCC will notify the court through the clerk when a proposed guardian has successfully completed the training requirement.
- The proposed guardian must complete the training no later than 10 days before the court's hearing to consider the proposed guardian's appointment.
- Use Google Chrome to complete the training.
 - The course will take approximately 1 hour.
 - Currently the training is only available in English. We are working on a Spanish version of the training.
- Provide your training certificate to the court.
- <https://guardianship-txcourts.talentlms.com/catalog/info/id:144>

GUARDIANSHIP REGISTRATION TRAINING



Get this course

Texas Guardianship Training

Guardianship

Description

The components of this course will include:

1. Understanding Why Guardianship May be Necessary
2. Overview of Alternatives to Guardianship
3. Types of Guardianships
4. Procedures to Establish a Guardianship
5. Duties of the Guardian
6. Reporting Requirements of the Guardian
7. Modifying, Terminating, or Closing a Guardianship

*Course will take approximately 1 hour

*Use Google Chrome to complete training

How to Download Certificate

1. Upon completion, click the 'x' on the top right corner of the training. After doing so, you will be able to download a pdf file of the certificate.
2. After you print your training certificate, please provide to the certificate to the court.

This training was developed under grant number SJI-17-E-138 from the State Justice Institute. The points of view expressed are those of the Office of Court Administration and do not necessarily represent the official position or policies of the State Justice Institute.

Content

■ Guardianship Training

SECTION 1

Completion rules

📄 All units must be completed

🕒 Leads to a certification with a duration: Forever

← return to catalog



Get this course

Signup

First name 50

Last name e.g. Doe

Email address e.g. jdoe@example.com

Username e.g. jdoe

Password

Are you taking this training to fulfill the requirement to become appointed? Select an option...

Have you registered the guardianship with JBCC? Select an option...

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Content

Guardianship Training

SECTION 1

Completion rules

- All units must be completed
- Leads to a certification with a duration: Forever

[return to catalog](#)



GUARDIANSHIP
REGISTRATION
TRAINING

GUARDIANSHIP
REGISTRATION
TRAINING

Guardianship Training



Guardian Training-Victor



TEXAS OFFICE OF COURT ADMINISTRATION

TEXAS GUARDIANSHIP TRAINING

GUARDIANSHIP REGISTRATION TRAINING



Course Roadmap

- Understanding Why Guardianship May Be Necessary
- Overview of Alternatives to Guardianship
- Types of Guardianship
- Procedures to Establish a Guardianship
- Duties of the Guardian
- Reporting Requirements of the Guardian
- Modifying, Terminating, or Closing a Guardianship

 RESOURCES

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 BACK

 NEXT



Judicial Branch Certification Commission

This certification is awarded to

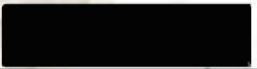
Jamie Jane Doe

For successfully completing the course

Texas Guardianship Training

04/09/2018

Issued Date



Administrative Director

JBCC
GUARDIANSHIP
REGISTRATION
DEPARTMENT

JBCC
Guardianship
Registration

Judicial Branch Certification Commission (JBCC)
Mailing Address
Attn: Guardianship Registration
PO Box 12066
Austin, TX 78711-2066

Guardianship Registration Phone
Main:512-463-1656
Email
jbccguardianregistration@txcourts.gov