(Updated: 06/30/15)

JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

Update of Name and Contact Information Form

Please Type or Print Legibly

Please check the appropriate box below:

☐ **Court Reporters Certification** ☐ **Licensed Court Interpreters**

☐ **Guardianship Certification** ☐ **Process Server Certification**

Submit Form to this Address:
Judicial Branch Certification Commission, P O Box 12066, Austin, TX 78711-2066

(All fields must be completed. Notifications to applicants will be sent via email.)

Applicant Information	
Applicant Name: *(Individual or Court Reporting Firm)*	
CRC File Number: *(for uncertified CRC individuals)*	
Certification, or License Number #:	
Name you would like on your card or license: *(Last, First, Middle)*	

Is this a name change: *Supporting documentation required for name changes. (e.g. copy of marriage license, driver's license, or court order.)*	**Reason for name change:**
☐ Yes (or) ☐ No	

Mailing Address:					
Phone #:		**Fax #:**		**Email Address:**	

Business Contact Information *(This information will be publicly available. If left blank, mailing address above will be used for business contact purposes.)*					
Employer: *(Name, if self-employed)*					
Mailing Address:					
Phone #:		**Fax #:**		**Email Address:**	

_____ _____
Signature of Applicant Date

Judicial Branch Certification Commission
PO Box 12066, Austin, TX 78711-2066
(E) courtinterpreters@txcourts.gov