

Office Use Only: Date Filed: _____

Office Use Only: T-Code: 188 PCA: 99906 COBJ: 3175



JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

Court Reporters Certification

Certified Shorthand Reporter Renewal Application

Please Type or Print Legibly

Please check the appropriate box below.

- | | | |
|---|------------------------|-----------------|
| <input type="checkbox"/> Currently Certified: | Renewal Fee of: | \$210.00 |
| <input type="checkbox"/> Expired 90 Days or Less: | Renewal Fee of: | \$310.00 |
| <input type="checkbox"/> Expired Over 90 Days, Less Than 1 Year: | Renewal Fee of: | \$410.00 |

Renewal fee must be submitted with completed application and copies of continuing education (CE) documentation. Fees must be in the form of a check, money order, or cashier's check payable to the Office of Court Administration.

Submit application with payment and copies of CE documentation to:

P O Box 13122, Austin, TX 78711-3122

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

Certification Number:	
Certification Expiration Date:	
Certification Type:	Official: <input type="checkbox"/> or Freelance: <input type="checkbox"/> or Other: <input type="checkbox"/>

Applicant Information	
Full Legal Name: <i>(Last, First, Middle)</i>	
Name you'd like on your certification: <i>(Last, First, Middle)</i>	

Mailing Address: (Include city, state, and zip)			
Phone #:		Cell #:	
		Fax #:	
Email Address:			

Business Contact Information			
<i>(This information will be publicly available. If left blank, mailing address above will be used for business contact purposes.)</i>			
Name/Employer:			
Mailing Address: (Include city, state, and zip)			
Phone #:		Fax #:	
		Email Address:	
CONTINUING EDUCATION			

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Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

I have completed the 10 hours required for continuing education (including of 2.5 hours of ethics\Texas rules. Copies of my CE documentation of attendance are attached to this application. Yes No

Since your last renewal...

Have you been convicted of a criminal offense other than a minor traffic offense?
 Yes, but information was previously reported to, and considered by, the Commission.
(No documentation is required to be submitted). Yes No

Have you had a license, certification, or registration suspended, revoked, or denied in any state?
 Yes, but information was previously reported to, and considered by, the Commission.
(No documentation is required to be submitted). Yes No

If you answered yes, and information was not previously provided to the Commission, please attach a written statement providing the dates and explanation of circumstances and attach it to this application.

As part of the application process, I understand and agree that:

- My criminal history record information will be obtained by fingerprint search.
- I must follow the approved procedures for having fingerprints taken by an approved vendor.
- I must pay the costs of having my fingerprints taken and the fees for the reports.
- My criminal history record information will be sent directly to the Judicial Branch Certification Commission by the Texas Department of Public Safety.
- My criminal history record information will include information obtained through the Texas Department of Public Safety and the Federal Bureau of Investigation.
- I will provide, if requested to do so by the Judicial Branch Certification Commission, additional documents, records and information relating to my criminal history record information.
- I am responsible for reading the JBCC Rules, adopted by the Supreme Court of Texas and available on the JBCC's website, regarding the consequences of criminal history.
- My application must be complete before it will be considered by the JBCC. A complete application consists of the completed application form, criminal history record information obtained no more than 90 days before the application date, and payment of the appropriate fees.
- I acknowledge it is my responsibility to read, understand, and abide by the Rules and other applicable standards or codes, which are available from the JBCC's website.
- I understand that I have until the expiration of my license, certification, or registration to correct any insufficiencies, including the submission of copies of my continuing education documentation.
- The fees submitted with this application are non-refundable.
- If my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information.
- Submitting false information or omitting any required disclosures may result in denial of my application.
- It is my responsibility, not that of the Commission, to track my expiration and renewal.
- I am to track my renewal by way of the renewal list, or List of Court Reporters and Firms on the Commission's website.
- I cannot indicate my new expiration date until such time as my certification is renewed.

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant

Date