



JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

Process Server Certification

Application for Certification

Please Type or Print Legibly

First-Time Applicants:

Application Fee of: \$225.00

Application fee must be submitted with completed application. **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 to:

P O Box 12066, Austin, TX 78711-2066 or 205 W. 14th St., Ste. 600, Austin, TX 78701

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

Applicant Information

Full Legal Name: <i>(Last, Suffix, First, Middle)</i>	
Name to be used for service: <i>(Last, Suffix, First, Middle)</i>	

Date of Birth:		Email Address:	
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Mailing Address: <i>(Include city, state, and zip)</i>					
Phone #:		Cell #:		Fax #:	

Business Contact Information

(This information will be publicly available. If left blank, mailing address above will be used for business contact purposes.)

Employer: <i>(Name, if self-employed)</i>					
Business Address:					
Phone #:		Fax #:		Email Address:	

<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a professional license, certification, or registration of any kind which was denied, suspended, or revoked in Texas or any other jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has your authority to serve process ever been, terminated, vacated, or sanctioned in Texas or any other jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been relieved of responsibilities as a process server 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No	For any felony offense, have you ever: (a) been found guilty (b) entered plea of guilty in return for a grant of deferred adjudication (c) entered a plea of guilty or no contest (nolo contendere), or (d) entered a plea of no contest (nolo contendere) in return for a grant of deferred adjudication <input type="checkbox"/> Yes, but information was previously reported, and considered by, the Commission. <i>(No documentation is required to be submitted).</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	For a misdemeanor involving moral turpitude, have you ever: (a) been found guilty (b) entered plea of guilty in return for a grant of deferred adjudication (c) entered a plea of guilty or no contest (nolo contendere), or (d) entered a plea of no contest (nolo contendere) in return for a grant of deferred adjudication. <input type="checkbox"/> Yes, but information was previously reported, and considered by, the Commission. <i>(No documentation is required to be submitted).</i>

If you answered yes to any of the above questions, please submit a written statement providing dates, and explanation of circumstances for each ‘yes’ above 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 acknowledge that 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.

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

Signature of Applicant

Date