(Updated: 04/14/16)

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.
(Physical address is for overnight or hand delivery only.)

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

Applicant Information	
Full Legal Name: *(Last, Suffix, First, Middle)*	
Name to be used for service: *(Last, Suffix, First, Middle)*	

Date of Birth:		**Email Address:**	

Mailing Address: *(Include city, state, and zip)*					
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: *(Name, if self-employed)*					
Business Address:					
Phone #:		**Fax #:**		**Email Address:**	

☐ Yes ☐ 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?
☐ Yes ☐ No	Has your authority to serve process ever been, terminated, vacated, or sanctioned in Texas or any other jurisdiction?
☐ Yes ☐ 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?
☐ Yes ☐ 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 ☐ Yes, but information was previously reported, and considered by, the Commission. *(No documentation is required to be submitted)*.
☐ Yes ☐ 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. ☐ Yes, but information was previously reported, and considered by, the Commission. *(No documentation is required to be submitted)*.

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