

(Updated: 01/22/20)

<b>Office Use Only:</b> Date Filed: _____ File #: _____
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# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Court Reporters Certification

### Application for Certification by Endorsement

**Please Type or Print Legibly**

First Time Applicant: \$200.00

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

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

Applicant Information	
<b>Full Legal Name:</b> <i>(Last, First, Middle)</i>	

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

Business Contact Information			
<b>Business Name:</b>			
<b>Business Address:</b> <i>(Include city, state, and zip)</i>			
<b>Business Phone #:</b>		<b>Business Fax #:</b>	
<b>Business Email Address:</b>			

<b>Have you ever been certified as a shorthand reporter in any state including Texas?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when, where and by whom were you certified?		

<b>Check which of these is applicable to you:</b> <i>(Indicate month/year completed)</i>	<input type="checkbox"/> High School Diploma   <input type="checkbox"/> GED   Month/Year
<b>Name and City, state of school:</b>	

<b>Method which you are currently licensed under:</b>	<input type="checkbox"/> Machine Shorthand   <input type="checkbox"/> Oral Stenography
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Have you ever had a license, certification or registration suspended, revoked or denied in any state? <input type="checkbox"/> Yes, but information was previously reported to, and considered by, the Commission. <i>(No documentation is required to be submitted).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal offense other than a minor traffic offense? <input type="checkbox"/> Yes, but information was previously reported to, and considered by, the Commission. <i>(No documentation is required to be submitted).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
What type of test did you pass to become certified in your current jurisdiction?	<input type="checkbox"/> State <input type="checkbox"/> National
Were you allowed to pass the test in legs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you allowed to use a backup audio recording when you took the exam?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.
- I understand that 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 *(to be obtained after successful completion of the certification exam)*, 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.
- I understand that if my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information.
- I understand that 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

In order to consider you for licensure by endorsement, you must submit the following:

1. application for certification by endorsement
2. application fee
3. verification from your licensing authority that your license is in good standing
4. documentation from your licensing authority of the requirements for certification
5. documentation from your licensing authority verifying the method of certification you're licensed under (i.e., machine shorthand, or oral stenography, etc.)
6. a copy of your resume
7. a copy of your exam results; scores, method (i.e., machine shorthand or oral stenography), and if it was a state or national test
8. Verification of how exam was taken (i.e., taken in legs or passed in one sitting)