



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Licensed Court Interpreters

### Application for Licensure

**Please Type or Print Legibly**

**Application Fee: \$75.00**

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. 14<sup>th</sup> St., Ste. 600, Austin, TX 78701

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

Applicant Information					
<b>Full Legal Name:</b> <i>(Last, Suffix, First, Middle)</i>					
<b>Name you would like on your license:</b> <i>(Last, Suffix, First, Middle)</i>					
<b>Date of Birth:</b>				<b>Email Address</b>	
<b>Mailing Address:</b>					
<b>Phone #:</b>		<b>Cell #:</b>		<b>Fax #:</b>	

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

<b>Have you successfully completed the Pre-Exam Orientation Course?</b> [Check one] <input type="checkbox"/> Yes (attach copy of certificate) <input type="checkbox"/> No
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<b>Languages</b> <i>(Check the language(s) for which you seek licensure)</i>			
<input type="checkbox"/> Arabic	<input type="checkbox"/> Hmong	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Spanish
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Korean	<input type="checkbox"/> Polish	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Haitian Creole	<input type="checkbox"/> Laotian	<input type="checkbox"/> Russian	<input type="checkbox"/> Other _____

<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 be a court interpreter ever been terminated, vacated, or sanctioned in Texas or any other jurisdiction?
<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>

**If you answered yes to any of the above questions, please attach 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