



JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

Licensed Court Interpreters

License Renewal Checklist

To renew your license, you must do the following information:

- Complete the Application for Renewal.**

The application must be completed in its entirety.

- Complete 8 hours of continuing education (including of 2 hours of ethics).**
- Submit copies of your certificate of attendance for completed CE programs.**
- Pass a criminal history background check with DPS and the FBI.**

To do this, you must be fingerprinted. Please refer to the FAST Pass Application/Instructions on the 'Forms' page of our website details and further instruction on this process.

- Pay all required fees.**

The license renewal fee structure is as follows

Timely Renewals (\$50.00)
Expired 90 days or less (\$75.00)
Expired 91 days to 1 yr (\$100.00)

Fees must be in the form of a check, money order, or cashier's check payable to the Office of Court Administration. Mail fee and paperwork to the address indicated on the renewal application.