



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Licensed Court Interpreters

### Licensed Court Interpreter Renewal Application

**Please Type or Print Legibly**

Please check the appropriate box below.

- |   |                        |                 |
|---|------------------------|-----------------|
| <input type="checkbox"/> Currently Licensed:        | <b>Renewal Fee of:</b> | <b>\$50.00</b>  |
| <input type="checkbox"/> Expired 90 Days or Less:   | <b>Renewal Fee of:</b> | <b>\$75.00</b>  |
| <input type="checkbox"/> Expired 90 Days to 1 Year: | <b>Renewal Fee of:</b> | <b>\$100.00</b> |

Renewal fee must be submitted with completed application and copies of continuing education (CE) documentation. 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>License Number:</b>	
<b>License Expiration Date:</b>	

<b>Mailing Address:</b>					
<b>Phone #:</b>		<b>Cell #:</b>		<b>Fax #:</b>	
<b>Email Address:</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>Mailing Address:</b>					
<b>Phone #:</b>		<b>Fax #:</b>		<b>Email Address:</b>	

**CONTINUING EDUCATION**

*Report CE hours earned during your one year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.*

**I have completed the 8 hours required for continuing education (including of 2 hours of Ethics).**  Yes  No  
Copies of my CE documentation of attendance are attached to this application.

Have you ever been convicted of a criminal offense other than a minor traffic offense?  Yes  No  
 Yes, but information was previously reported to, and considered by, the Commission. (No documentation is required to be submitted).

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 understand that I have until the expiration of my license, certification, or registration to correct any insufficiencies, including the submission of copies of my continuing education documentation.
- 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