



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Process Server Certification

### Application for Renewal of Certification

**Please Type or Print Legibly**

Please check the appropriate box below.

Timely Renewal Applicants:

Renewal Fee of: \$225.00

Late Renewal Applicants:

Renewal Fee of: \$335.00

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 and CE documentation 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 are required to be completed. All contact information reported on this form may be used by staff.)

Applicant Information	
<b>Full Legal Name:</b> <i>(Last, Suffix, First, Middle)</i>	
<b>Name to be used for service:</b> <i>(Last, Suffix, First, Middle)</i>	
<b>Certification Number:</b>	
<b>Certification Expiration Date:</b>	

<b>Date of Birth:</b> <i>(mm/dd/yyyy)</i>		<b>Email Address:</b>	
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<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>Name/Employer:</b>					
<b>Business Address:</b>					
<b>Phone #:</b>		<b>Fax #:</b>		<b>Email Address:</b>	

**CONTINUING EDUCATION**

*If you are a certified process server as of September 1, 2014, the continuing education requirement does not apply to your first renewal with the JBCC. For your second and subsequent renewals, you will be required to complete 12 hours of continuing education. See JBCC Rule 8.5(b).*

Since your last renewal, have you had a professional license, certification, or registration of any kind which was denied, suspended, or revoked in any other jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Since your last renewal, has your authority to serve process ever been, terminated, vacated, or sanctioned in any other jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor involving moral turpitude? <input type="checkbox"/> Yes, but information was previously reported, and considered by, the Commission. ( <i>No documentation is required to be submitted</i> ).	<input type="checkbox"/> Yes <input type="checkbox"/> No

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 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 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