(Updated: 11/21/14)

JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

Process Server Certification

Application for Certification

Please Type or Print Legibly

First-Time Applicants: **Application Fee of: $225.00**

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. 14th St., Ste. 600, Austin, TX 78701

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

Applicant Information	
Full Legal Name: *(Last, Suffix, First, Middle)*	
Name to be used for service: *(Last, Suffix, First, Middle)*	

Date of Birth:		**Email Address:**	

Mailing Address: (Include city, state, and zip)					
Phone #:		**Cell #:**		**Fax #:**	

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

☐ Yes ☐ 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?
☐ Yes ☐ No	Has your authority to serve process ever been, terminated, vacated, or sanctioned in Texas or any other jurisdiction?
☐ Yes ☐ No	Have you ever been relieved of responsibilities as a process server by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion?
☐ Yes ☐ No	Have you ever been convicted of a felony or of a misdemeanor involving moral turpitude? ☐ Yes, but information was previously reported, and considered by, the Commission. *(No documentation is required to be submitted)*.

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