



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Guardianship Certification

### Application for Certification

**Please Type or Print Legibly**

Please check the appropriate box below.

- First-Time Applicant. (Fee: \$25.00)**
- Applicants granted provisional certification less than 12 months before applying for certification. (Fee: \$25.00)**
- Applicants provisionally certified more than 12 months before applying for certification. (Fee: \$56.50)**  
*(\$56.50= application fee of \$25+ New Criminal History Reports fee of \$31.50)*

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 certification:</b> <i>(Last, Suffix, First, Middle)</i>	
<b>Provisional Certification Number</b> <i>(if applicable):</i>	

<b>Date of Birth:</b>		<b>Email Address:</b>	
<b>Mailing Address:</b> <i>(Include city, state, and zip)</i>			
<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>Education</b>	<b>High School/ GED</b>	<input type="checkbox"/> High School Diploma   <input type="checkbox"/> GED   ____ Month/Year						
	<b>Name &amp; City, State of School:</b>							
	<b>College or University</b>	<b>Name and City, State of School</b>	<b>Dates Attended</b>				<b>Degree</b>	<b>Major</b>
			<b>From</b>		<b>To</b>			
			Mo	Yr	Mo	Yr		
<b>Work Experience</b> <i>(provide at least 10 years of experience. Attach separate sheets if necessary)</i>	<b>Start Date</b>		<b>Leave Date</b>		<b>Employer:</b>		<b>City, State:</b>	
	Mo	Yr	Mo	Yr				
			Current					
	Describe experience:							
	<b>Start Date</b>		<b>Leave Date</b>		<b>Employer:</b>		<b>City, State:</b>	
	Mo	Yr	Mo	Yr				
Describe experience:								

<b>TEXAS CERTIFICATION EXAM</b>	
<b>Testing Completed:</b>	
Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Taken
<b>Testing Not Completed:</b>	
Registered to Take Exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Exam

<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	Have you ever been relieved of responsibilities as a guardian 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?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has your authority to be a guardian ever been terminated, vacated, or sanctioned in Texas or any other jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been found civilly liable or settled a claim in an action, including but not limited to a surcharge action, involving allegations of fraud, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion on your part?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever adjudged guilty of or entered a plea of guilty or no contest in return for a grant of deferred adjudication to any felony or misdemeanor 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