

<b>Office Use Only:</b> Date Filed:
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<b>Office Use Only:</b> T-Code: 188 PCA: 99906 COBJ: 3175
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# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Court Reporters Certification

### Court Reporting Firm Renewal Application

**Please Type or Print Legibly**

Please check the appropriate box below.

- |   |                        |                 |
|---|------------------------|-----------------|
| <input type="checkbox"/> <b>Currently Registered:</b>                   | <b>Renewal Fee of:</b> | <b>\$212.00</b> |
| <input type="checkbox"/> <b>Expired 90 Days or Less:</b>                | <b>Renewal Fee of:</b> | <b>\$312.00</b> |
| <input type="checkbox"/> <b>Expired Over 90 Days, Less Than 1 Year:</b> | <b>Renewal Fee of:</b> | <b>\$412.00</b> |

Renewal 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 13122, Austin, TX 78711-3122

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

<b>Registration Number:</b>	
<b>Registration Expiration Date:</b>	
<b>Please check <u>one</u> of the following locations:</b>	Affiliate Office <input type="checkbox"/> or Headquarters <input type="checkbox"/>

<b>Applicant Information</b> <i>(This information will be publicly available.)</i>	
<b>Firm Name:</b>	
<b>Name you'd like on your registration:</b>	

<b>Mailing Address:</b> (Include city, state, and zip)			
<b>Phone #:</b>		<b>Fax #:</b>	
<b>Email Address:</b>			

<b>Contact Person's Information</b>			
<b>Name (Last, First):</b>			
<b>Mailing Address:</b> (Include city, state, and zip)			
<b>Phone #:</b>		<b>Fax #:</b>	
<b>Email Address:</b>			

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<b>Since your last renewal, have any of your officers, directors, or managerial employees 1) been convicted of a criminal offense other than a minor traffic offense? Or 2) been the subject of a disciplinary action by a licensing authority, excluding the CRCB?</b>	Yes <input type="checkbox"/> or No <input type="checkbox"/>
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<input type="checkbox"/> I have previously reported our criminal conviction &/or disciplinary action(s) to the Commission and have received no other convictions or had any other disciplinary actions since then.
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**If you answered yes, and information was not previously provided to the Commission, please attach a written statement providing the dates and explanation of circumstances and attach it to this application.**

- I understand that my application must be complete before it will be considered by the JBCC. A complete application consists of the completed application and payment of the appropriate fees.
- I understand that I have until the expiration of my license, certification, or registration to correct any insufficiencies.
- 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.
- I understand that if my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact, and ownership, information.
- I understand that submitting false information or omitting any required disclosures may result in denial of my application.
- I understand that it is my responsibility, not that of the Commission, to track my expiration and renewal. I further acknowledge that I am to track my renewal by way of the Firm Renewal list, or List of Court Reporters and Firms on the Commission's website.
- I understand that I cannot indicate my new expiration date until such time as my registration is renewed.

I declare under penalty of perjury that I have authority to sign this application and that the information provided in this application is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Title: \_\_\_\_\_