

[Type here:]

Ms./Mr. (Address City, State zip):

Re: *In re Guardianship of* [case number]

Dear Ms. Mr.:

You have either filed an application to be a guardian or have been identified as a current guardian. On June 1, 2018, each guardianship in Texas must be registered by the Judicial Branch Certification Commission (JBCC). At your earliest convenience, please go to the following website to provide information about yourself and the guardianship: <http://www.txcourts.gov/jbcc/register-a-guardianship/>. You may have your attorney enter this information for you.

If you are a proposed guardian (not yet appointed), you must undergo a criminal history background check and take the guardianship training. Online training is available at <http://www.txcourts.gov/jbcc/register-a-guardianship/>. The training is free of charge and may be completed in less than an hour. Upon completion of the training, you will receive a certificate of completion to file with the court. You must complete the criminal history background check and complete the training before you can be appointed guardian.

If you were appointed guardian before June 1, 2018, you only need to register the guardianship information in the JBCC on-line system and do not need to complete the guardianship training or criminal history background check. Attorneys, Certified Guardians and Corporate Fiduciaries (a bank or other financial institution) are exempt from the training and criminal history background check.

You will also be required to provide your Guardianship qualification date, which is the date stated on your Letter of Guardianship.

Thank you for your attention to these matters.

Sincerely,

Signature
Judge