

JBCC
GUARDIANSHIP
REGISTRATION AND
TRAINING



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GUARDIANSHIP
REGISTRATION
AND
WEBSITE
OVERVIEW





GUARDIANSHIP REGISTRATION OVERVIEW

- Per Chapter 155 Government Code, on June 01, 2018, each guardianship must be registered with the JBCC.
- There is *no charge* to register a guardianship, or to complete the Guardianship Training Module.
- Per section 10.2 of the JBCC Rules, registrations must be submitted online.
- To get to the online system to submit your registration(s), and to get to the training module, go this website: www.txcourts.gov/jbcc/register-a-guardianship.
- Create your online profile, which requires you to establish a login name and password. We *strongly* recommend that you save this information someplace safe for future use.
- Enter the guardianship information (*i.e., registration information, protected person's information, Attorney's information, and Emergency contact.*)
- You must read, complete, and sign the attestation page prior to submitting your registration.
- After submitting your registration, the next step is to complete the Guardianship Training Module.
 - Use Google Chrome to complete the training. (*Other browsers may create problems with completing the training.*)
 - Do not use cell phones, tablets, or Apple devices to complete the training.
 - The course takes approximately 1 hour to complete.
 - The online training is available in English and Spanish.
- After completing the training, you must upload a copy of your certificate of completion to your registration form and submit a copy to the court where the guardianship is filed.



REGISTER A GUARDIANSHIP WEBSITE

On the website you can do the following:

- Go to the online system to register a guardianship. 
- Go to the guardianship training module. 
- Access this slideshow for how to register a guardianship.
- Access the *Guide to Using the Online System*, which instructs you on how to do things such as:
 - Track the status of your registration, including seeing which items are still pending.
 - Upload documents to your registration.
 - Update your Name and Contact information.
 - Withdraw your registration.
 - Reset your forgotten password.



REGISTER A GUARDIANSHIP WEBSITE

- Review important information such as:
 - *What* a Qualification Date is.
 - *What* co-guardians must do.
 - *What* Liquid Estate Value is.
 - *Who* is required to complete the training module, and who is not required to complete it.
 - *Who* is required to complete the criminal history background check, and who is not required to complete it.
 - *What* the JBCC is required to do.
 - *What* the Courts are required to do.
 - Review [Criminal History Information](#) such as what to you do if you must be fingerprinted for criminal history background check purposes, and what type of background checks the JBCC has statutory authority to conduct.
 - A [link to helpful Frequently Asked Questions](#) (FAQ's)



REGISTER A GUARDIANSHIP WEBSITE

On the JBCC Register a Guardianship website, click the [Registration Requirements](#) link to view requirements for guardianship registration

REGISTER A GUARDIANSHIP HOME

Registration Requirements

Pre-existing Guardianships

How to Register

Criminal History Information

Guardianship Registration Rules and Resources

Frequently Asked Questions

Guardianship Glossary

JBCC Terminology

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REGISTER A GUARDIANSHIP WEBSITE

REGISTRATION REQUIREMENTS

Texas attorneys, Texas certified guardians, Texas guardians appointed prior to June 01, 2018, and corporate fiduciaries are not required to complete the criminal history background check or the guardianship training.

To register a guardianship with the JBCC, you must do the following *(in the order shown below)*:

1. **File for guardianship with the county** where the ward resides.
 - Under section 10.2 (a) of the JBCC Rules, this must be completed prior to submitting your registration application to the JBCC.
2. **Complete the guardianship training module.**
 - Texas certified guardians, Texas guardians appointed prior to 06/01/18, Texas attorneys, and corporate fiduciaries are exempt from the training requirement.
 - The training module is located on the [How to Register page](#) of our website.
 - **Use Google Chrome to complete the training.**
 - **The training module is free of charge.**
 - Mobile and Apple devices may be incompatible to complete this training.
 - The course will take approximately 1 hour.
 - Once completed, you must download a copy of your training certificate.
 - A copy must be provided to the court.
 - A copy must be provided to the JBCC by uploading it to your online application.



REGISTER A GUARDIANSHIP WEBSITE

REGISTRATION REQUIREMENTS

3. **Submit the New Guardianship Registration application.** You must submit the registration via our online system.
 - Please ensure your device (*i.e.*, PC, laptop, etc.) is set up to allow for pop-ups as this is required to use our online system.
 - You must submit one registration application for each guardianship of person, estate, or both.
 - Co-guardians must submit separate registration applications and must complete the guardianship training module separately.
 - The name of the proposed guardian, and the name of the ward, listed on your Guardianship Registration form must reflect your legal name (*i.e.*, the name indicated on your government issued identification or driver's license). Preferred names are not permitted.
 - In the field for Former Names, if you do not have any former names, you must enter "N/A" in this field.
 - The contact information in the **Guardian's Information** section of the form, **must only be that of the actual proposed guardian.**
 - Contact information of the attorney must only be entered in the Attorney's Contact Information section.
 - Because the guardian's information is used for multiple purposes, including with law enforcement, **do not enter contact information for the attorney in the Guardian's Information section.** Only the guardian's information can go there.
 - Enter the physical address for the ward.
 - Registrations are not required to be renewed with the JBCC.
4. **Complete the criminal history background check.** Please refer to the [Criminal History Information page](#) of our website for more information on background checks, including who is exempt from the background checks.



REGISTER A GUARDIANSHIP WEBSITE

Under section 10.2 (a) of the JBCC Rules, registrations must be submitted via our online system. Those who do not have internet access to apply online can contact us to request a form be mailed to them. Our phone number and mailing address are located at the bottom of this page.

Guardianship Registrations are free of charge. If you are asked to pay a fee, please be advised that is not the correct application and you must withdraw it.

We strongly recommend that you view the "*Watch How to Register a Guardianship Slideshow*", in the Online System Resources section below, prior to starting the registration process.



REGISTER A GUARDIANSHIP WEBSITE

On the JBCC Register a Guardianship website, click the [How to Register](#) link to view instructions on how to complete and submit your guardianship registration form from start to finish

REGISTER A GUARDIANSHIP HOME

Registration Requirements

Pre-existing Guardianships

How to Register

Criminal History Information

Guardianship Registration Rules and Resources

Frequently Asked Questions

Guardianship Glossary

JBCC Terminology

JBCC Home



REGISTER A GUARDIANSHIP WEBSITE

HOW TO REGISTER

1. Go to our online system by clicking the big, red button below.
2. Select the "Guardians" tab, then select "Guardianship Registration: To Register a Guardianship".
 - Note: first time users must create a login name and password.
3. Enter the guardian's profile and contact information.
4. Enter the guardianship information (*i.e., the ward's legal name, physical address, case information, etc.*)
5. Read, complete, and sign the attestation page.
 - Note: the name entered in the signature field must be that of the guardian, not the name of the individual who helped them complete the application.
6. Upload a copy of your training completion certificate to your application.
7. Submit your registration application.

Online System and Guardianship Training Modules

**REGISTER A
GUARDIANSHIP**



**GUARDIANSHIP
TRAINING MODULE**

**CAPACITACIÓN DE
TUTELA EN
ESPAÑOL**



REGISTER A GUARDIANSHIP WEBSITE

Online System Resources

- [Watch How to Register a Guardianship- Slideshow \(pdf\)](#)  (Updated 04/19/24)
 - This walks you step-by-step/page-by-page through the registration process.
 - This shows you how to track your application's status online.
 - This shows you how to track your application's progress online so you can see which items on your application's checklist are complete and which items are pending.
- [Guide to Using the Online System \(pdf\)](#) 

This resource provides various information, including the following:

 - How to add information, edit, or continue an incomplete application.
 - How to update your contact information.
 - How to reset a forgotten password.
 - How to attach documents to pending application.



CRIMINAL HISTORY INFORMATION



CRIMINAL HISTORY INFORMATION

- All proposed guardians **other than Texas attorneys, Texas certified guardians or corporate fiduciaries** are subject to a criminal history background check. The type of background check conducted is based on the information provided on the guardianship registration form submitted by the proposed guardian.
- The background check must be delivered to the court at least *10 days* before the hearing date on the application for guardianship. Please allow sufficient time for processing before the hearing date.
- All criminal history record information is confidential and will only be provided to the clerk and the court with probate jurisdiction for authorized purposes and is not to be placed in the file or record for the guardianship.
- The JBCC and clerk of the Court in which a guardianship application is pending must notify the applicant/proposed guardian and their attorney of the criminal background check requirement.



CRIMINAL HISTORY INFORMATION

Two Types of Background Checks

Name and date of birth background check.

(Conducted by the JBCC)

- This is conducted if the value of the liquid assets of the proposed ward's estate is \$50,000 or less.
- The JBCC will send the results to the probate clerk.

Note: Applicants can confirm completion of background checks by clicking on the [View Details](#) link of their application under the View Pending Online Applications page of their online profile.

[Return To Home](#)

Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	266433	08/17/2024	Review by State	Application Summary	View Details	Withdraw	Lacking

Fingerprint based background check.

(Conducted by the County Clerk where the Guardianship is filed)

- This is conducted if the value of the liquid assets of the proposed ward's estate exceeds \$50,000, or if an applicant resides out-of-state or out-of-country.
- The county will instruct the proposed guardian on how to meet the digital fingerprint background requirement.



CRIMINAL HISTORY INFORMATION

Please email our Criminal History Specialist when:

1. Your hearing date has been scheduled.
 - Please notify us no less than 10 days in advance to allow us plenty of time to ensure the court receives your report prior to the hearing.
2. The court will not schedule a hearing prior to receiving the background check.
 - Please notify us as far in advance as possible to allow us plenty of time to ensure the court receives your report prior to the hearing.
3. You need to submit proof of having been fingerprinted according to the county's instructions.

The Criminal History Specialist can be reached at the following email address:

jbccbackgroundspecialist@txcourts.gov.



ONLINE SYSTEM OVERVIEW



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Guardianship Registration.
- Update your contact information.
- Check the status of your registration.
- Check the status of your guardianship.
- Track the progress of your registration.
- Upload documentation to your registration.
- Update your name and contact information.
- Withdraw your registration (prior to submission).
- Reset your forgotten password.



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Confirm your guardianship information, such as:
 - The type of Guardianship (*i.e., person, estate, or both*)
 - Court Name and Judge's name
 - Estate total liquid assets of the ward
 - The County where the guardianship is filed
 - Guardian Type (*i.e., family member, attorney, friend, certified guardian, etc.*)
 - The ward's name and contact information
 - The attorney's name and contact information
 - The Guardian's emergency contact.



HOW TO REGISTER A GUARDIANSHIP



CREATE YOUR ONLINE PROFILE

- Go to the Register A Guardianship page.
- Click on *How to Register*

REGISTER A GUARDIANSHIP HOME

- Registration Requirements
- Pre-existing Guardianships
- How to Register**
- Criminal History Information
- Guardianship Registration Rules and Resources
- Frequently Asked Questions
- Guardianship Glossary
- JBCC Terminology
- JBCC Home

- Scroll down and click



Online System and Guardianship Training Modules

REGISTER A GUARDIANSHIP **GUARDIANSHIP TRAINING MODULE** **CAPACITACIÓN DE TUTELA EN ESPAÑOL**

CREATE YOUR ONLINE PROFILE

- Scroll down and click the [click here.](#) link in red.

Register A Guardianship	Court Reporters	Process Servers	Court Interpreters	Certified Guardians
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Mandatory Guardianship Registration

Who Should Register?

- Court-Appointed Family Member/Friend Guardian
- Proposed Guardian Seeking Appointment
- Attorney Representing a Guardian
- There is not a fee for Guardianship Registration. If you are asked to pay a fee, please be advised that is not the correct application and you must withdraw it.

Please email a Guardianship Registration licensing specialist to assist you if:

- *You get an error message saying your data already exists in the system.*
- *You were unable to obtain your login name and/or reset your password using the Forgot Login/Password link.*
- *You made a mistake on your application and need to correct it.*

Please do not create another profile. Please do not submit a duplicate registration form.

Register a Guardianship: [click here.](#)

To Register a Guardianship as a Corporate Fiduciary: [click here.](#)

CREATE YOUR ONLINE PROFILE

- Fields with a **red asterisk (*)** are required.
- Enter the Guardian's Information:
 - Full Legal Name
 - *First, Last, Middle*
 - Date of Birth
 - Mailing Address
- Create your Login Name
- Create your password:
 - Passwords are case sensitive
 - It must be at least 8 characters long
 - It must contain 1 uppercase letter, and 1 lowercase letter
 - It must contain 1 number
 - It must contain 1 special character such as: #,@,&, etc.
- Click **Register** to start the registration form.

Initial User Registration - Guardianship Registration

Fields marked with asterisk (*) are required.

Guardian Information

Please complete the profile using the **Guardians** name and contact information. Must provide full legal name stated on your government issued identification card or driver's license. Preferred or Nicknames are not permissible.

Last Name *	<input type="text" value="Doe"/>	First Name *	<input type="text" value="Jamie"/>	Middle Name	<input type="text" value="Jane"/>
Suffix (Jr, Sr, I, II, etc.)	<input type="text"/>				
DOB *	<input type="text" value="01/01/1980"/>				

Guardian Mailing Address





Country *	<input type="text" value="United States"/>				
Address *	<input type="text" value="6489 Anywhere St."/>	Apt/Unit/etc.	<input type="text"/>		
City *	<input type="text" value="Austin"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="jamiejanedoe@myfakeei"/>	Alternate E-mail	<input type="text"/>

Online Account Information

Login Name *	<input type="text" value="JamieDoe"/>		
Password *	<input type="password" value="....."/>	Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.	
Re-type Password *	<input type="password" value="....."/>		

NOTIFICATION OF YOUR ONLINE PROFILE COMPLETION


- After clicking the **Register** button, you will receive a computer-generated email verifying the completion of your profile.

 NOREPLY-EXTERNAL
To  jamiejanedoe@myfakeemail.com
Cc  alisguardians;  alisguardianregistration

Dear JAMIE DOE

- You have successfully created your profile for Guardianship with [our online system](#). The next step is to log in to your profile and submit the required paperwork:
 - For **(professional)** guardianship certification (GC), guardianship programs (GP), you must submit the Application for Certification or Application for Guardianship Program Registration.
 - When paying the application fee (*for professional certification or a professional guardianship program*) on the Credit Card page of the application, the payment portal vendor requires you to enter the billing address on file with the credit card company of the cardholder.
 - For **(court appointed)** guardianship registration (GR), you must submit the guardianship registration form.
- Please refer to our **(professional)** [Guardianship Certification website](#) for additional information such as:
 - * professional certification application procedures and requirements, and
 - * the pdf Guide to Using the Online System (*for instructions on how to submit applications, track application statuses, updating contact information, searching for CE courses, etc.*)
 - * pdf slideshows for the online renewal application process, and the online course approval request form process.
- Please refer to our [Guardianship Programs \(GP\) website](#) for additional information such as:
 - * program registration application procedures and requirements, and
 - * the pdf Guide to Using the Online System (*for instructions on how to submit applications, track application statuses, updating contact information, etc.*)
- Please refer to our **(court appointed)** [Register a Guardianship website](#) for additional information such as:
 - * guardianship registration procedures and requirements,
 - * the pdf Guide to Using the Online System (*for instructions on how to submit registrations, track registration statuses, updating contact information, etc.*),
 - * pdf slideshow for the online guardianship registration form process, and
 - * the guardianship training module.
- This is a system-generated message; please **do not** reply to this email. Replies to this email will not be received by staff.
- **If you have any questions regarding a (court appointed) guardianship registration submission**, please contact the Guardianship Registration (GR) department at: ibccguardianregistration@txcourts.gov. Please be advised, **there is not a fee for Guardianship Registration**. If you are asked to pay a fee, please be advised that is not the correct form and you must withdraw it.
- For guardianship programs and guardianship certification submission inquiries, please contact the Guardianship Certification\Programs department at: guardians@txcourts.gov.

Thank you,
Judicial Branch Certification Commission (JBCC)
Office of Court Administration (OCA)



COMPLETING GUARDIANSHIP REGISTRATION

- Fields with a red asterisk (*) are required.
- For *Guardians Only*
 - To list any Former Name(s).
 - Click on the **Add** button
 - Enter *FULL* former name
 - *Disregard* if no former name(s) applies
- For *Guardian Information*
 - Were you appointed guardian for this Ward by a Texas court before June 1, 2018
 - Answer 'Yes' or 'No'
 - Is there a co-guardian
 - If 'Yes'
 - Enter Full Legal Name below
 - *Last, First, and Middle*
 - If 'No'
 - Disregard

New Guardianship Registration

Fields marked with asterisk (*) are required.

Guardianship Information — Address Information — Additional Information — Questions — Attestation

Next >>

For Guardian Only: List any Former Names **Add**

Please click 'Add' to add a new row.

Last Name	First Name	Middle Name	Delete
Smith	Jamie	Jane	Delete

Guardian Information

Were you appointed guardian for **this ward** by a Texas court before June 1, 2018? * Yes No

Is there a co-guardian? (Please note, co-guardians must submit separate registration forms.) Yes No

What is the full name of co-guardian?

Last Name First Name Middle Name

COMPLETING GUARDIANSHIP REGISTRATION

- Fields with a red asterisk (*) are required.
- For *Guardianship Registration Information* enter the following:
 - Is this a temporary Guardianship
 - Answer 'Yes' or 'No'
 - Guardianship Type
 - Court Name
 - County (Where the Guardianship is Filed)
 - Judge's Name
 - Guardian Type
 - *Family Member*
 - *HHSC Guardian*
 - *Attorney*
 - *Friend*
 - *Program*
 - *Certified*
 - *Other*
 - *Corporate Fiduciary*
 - Case Number
 - Qualification Date

Guardianship Registration Information

Is this a temporary Guardianship? * Yes No

Guardianship Type *	<input type="text" value="Guardianship of a Person"/>	Court Name *	<input type="text" value="Statutory County Probate Court 1"/>
County *	<input type="text" value="TRAVIS"/>	Judge's Name *	<input type="text" value="Guy Herman"/>
Guardian Type *	<input type="text" value="Family Member"/>	Case # *	<input type="text" value="C-1-PB-25-55555"/>
Qualification Date	<input type="text"/>		

Your qualification date is an official date provided to you by the court that cannot occur prior to your court date. If you are unsure of your qualification date, please contact the court or refer to your official Letter of Guardianship provided by the county clerk.

COMPLETING GUARDIANSHIP REGISTRATION

- Fields with a **red asterisk (*)** are required.
- For *Protected Person Information* enter the following:
 - Full Legal Name
 - *First, Last, Middle*
 - Suffix (Jr, Sr, I, II, etc.)
 - Date of Birth (DOB)
 - Gender
 - Case Type
 - *Adult*
 - *Minor*
 - *Minor becoming Adult*
 - Estate total liquid assets of Ward

Protected Person Information (Ward)					
Last Name *	<input type="text" value="Doe"/>	First Name *	<input type="text" value="John"/>	Middle Name	<input type="text" value="Michael"/>
Suffix(Jr, Sr, I, II, etc.)	<input type="text" value="Jr"/>	DOB *	<input type="text" value="01/01/2020"/>	Gender *	<input type="text" value="Male"/>
Case Type *	<input type="text" value="Minor"/>	Estate total liquid assets of ward *	<input type="text" value="\$ 70000.00"/>		

COMPLETING GUARDIANSHIP REGISTRATION

- Fields with a **red** asterisk (*) are required.
- For *Protected Person Physical Contact Information* enter the following:
 - Country
 - Address
 - Apt/Unit/etc.
 - City
 - State/Province
 - Zip
 - County
 - Primary Phone, Alternate Phone
 - Fax
 - Primary Email, Alternate Email

Protected Person (Ward's) Physical Contact Information					
Country *	<input type="text" value="United States"/>				
Address *	<input type="text" value="1234 Anywhere St"/>			Apt/Unit/etc.	<input type="text"/>
City *	<input type="text" value="Austin"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
County	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext	<input type="text"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail	<input type="text"/>	Alternate E-mail	<input type="text"/>

COMPLETING GUARDIANSHIP REGISTRATION

- Fields with a **red asterisk (*)** are required.
- For *Attorney Information* enter the following:
 - Last Name, First Name, Middle Name
 - Bar Number
- For *Attorney Contact Information* enter the following:
 - Country
 - Address
 - Apt/Unit/etc.
 - City
 - State/Province
 - Zip
 - County
 - Primary Phone, Alternate Phone
 - Fax
 - Primary Email, Alternate Email

Attorney Information					
Last Name *	<input type="text" value="Romanoff"/>	First Name *	<input type="text" value="Natasha"/>	Middle Name	<input type="text"/>
Bar Number	<input type="text" value="00112233"/>				

Attorney Contact Information					
Country	<input type="text" value="United States"/>				
Address	<input type="text" value="1234 Marvel Way"/>			Apt/Unit/etc.	<input type="text" value="101"/>
City	<input type="text" value="Austin"/>	State/Province	<input type="text" value="TEXAS"/>	Zip	<input type="text" value="78701"/>
County	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext	<input type="text" value="512-555-3333"/>	Alternate Phone # - Ext	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="nromanoff@stark.com"/>	Alternate E-mail	<input type="text"/>

COMPLETING GUARDIANSHIP REGISTRATION

- Emergency Contact Information is *Optional*
- To provide Emergency Contact Information:
 - Click **Add**
 - Enter *Last Name* and *First Name*
 - Choose Relationship to Ward
 - *Family Member*
 - *Friend*
 - *Co-Worker*
 - *Other*
 - Enter Phone Number
 - Click **Next >>** to go to Next Page

Emergency Contact Information **Add**

Please click 'Add' to add a new row.
Provide name and phone number of emergency contact for the Guardian.

Emergency Contact Information **Add**

Please click 'Add' to add a new row.
Provide name and phone number of emergency contact for the Guardian.

Last Name	First Name	Relationship	Phone	Delete
Doe	James	Family Member ▼	512-555-4444	Delete

Reset **Next >>**

COMPLETING ADDRESS INFORMATION

- Fields with a **red** asterisk (*) are required.
- Enter the *Guardian Mailing Address*
 - Choose any of the following:
 - Physical Address
 - Business Address
 - P.O. Box
- Enter the *Guardian Home Address*
 - This can *only* be a Physical Address.
- Click **Next >>** to go to the next page

New Guardianship Registration

Fields marked with asterisk (*) are required.

Guardianship Information — **Address Information** — Additional Information — Questions — Attestation

Please review Address Information for accuracy. << Back Next >>

Guardian Mailing Address Copy From

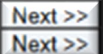
Country *	<input type="text" value="United States"/>	Apt/Unit/etc.	<input type="text"/>
Address *	<input type="text" value="6489 ANYWHERE ST."/>	Zip *	<input type="text" value="78701"/>
City *	<input type="text" value="AUSTIN"/>	State/Province *	<input type="text" value="TEXAS"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="JAMIEJANEDOE@MYFAK"/>
		Alternate Phone # - Ext	<input type="text"/>
		Alternate E-mail	<input type="text"/>

Guardian Home Address Copy From

Country *	<input type="text" value="United States"/>	Apt/Unit/etc.	<input type="text"/>
Address *	<input type="text" value="6489 ANYWHERE ST."/>	Zip *	<input type="text" value="78701"/>
City *	<input type="text" value="AUSTIN"/>	State/Province *	<input type="text" value="TEXAS"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="JAMIEJANEDOE@MYFAK"/>
		Alternate Phone # - Ext	<input type="text"/>
		Alternate E-mail	<input type="text"/>

Reset << Back **Next >>**

ADDITIONAL INFORMATION

- *Skip* the Additional Information page
- Click  to go to the next page



New Guardianship Registration

Fields marked with asterisk (*) are required.

Guardianship Information — Address Information — **Additional Information** — Questions — Attestation

Reset

<< Back Next >>
<< Back Next >>

COMPLETING THE QUESTIONS

- *Carefully* read each question and select the appropriate answer.
 - Provide the appropriate explanation for any questions you answer 'Yes' to.
- If there is a co-guardian, you must provide their name in the text field that opens when you select 'Yes' to that question.
 - Co-guardians *must* register separately
 - Each Co-guardian *must* complete the training module
- Click **Next >>** to go to the next page

Welcome BRIAN WILSON | Home | Logout

UAT UAT UAT UAT UAT UAT UAT UAT

New Guardianship Registration

Fields marked with asterisk (*) are required

Guardianship Information — Address Information — Additional Information — **Questions** — Attestation

<< Back Next >>

Questions

#	Question	Response
1	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? If Yes, please provide dates and explanation of circumstances.*	<input type="radio"/> Yes <input type="radio"/> No
2	Have you ever been removed as guardian in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.*	<input type="radio"/> Yes <input type="radio"/> No
3	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? If Yes, please provide dates and explanation of circumstances.*	<input type="radio"/> Yes <input type="radio"/> No

Reset << Back **Next >>**

Aithent Licensing System Version 11.3.19.02 Dated: May 21, 2025 | Copyright © 2025 Aithent Inc.

COMPLETING THE ATTESTATION PAGE

- Carefully read each bullet on the attestation page.
 - You *must* check each box on the page.
- Enter your name in the *Applicant's Name* field
- Enter the date in the *Date* field
- Click on **Submit Application**
- After submitting your registration, you will be taken to the *New Guardianship Registration Submitted* page.

New Guardianship Registration

Fields marked with asterisk (*) are required.

Guardianship Information — Address Information — Additional Information — Questions — **Attestation**

<< Back

Attestation

You must check the following:

As part of the registration process, I understand and agree to the following:

Guardianships that existed before June 1, 2018, are not required to complete the guardianship training or undergo a criminal history background check (unless ordered to do so by the court).

If appointed after June 1, 2018, I must undergo a criminal history background check by the JBCC.

Fingerprint Based Background:

If the value of the liquid assets of the estate is over \$50,000, I must submit my fingerprints in accordance with instructions provided to me by the county clerk's office. It is my responsibility to timely initiate the criminal history background check.


I will pay the cost of running the check on my fingerprints and the fee for criminal history reports. After I am fingerprinted, I must upload a copy of my fingerprinting receipt and notify the JBCC of the upload as they are not alerted otherwise.

Name and Date of Birth (DOB) Background Checks:

If the ward's liquid assets value is \$50,000 or less, I acknowledge that a Computerized Criminal History (CCH) may be performed by the JBCC's Criminal History Specialist accessing the Texas Department of Public Safety's Secure Website and may be based on name and date of birth (DOB) identifiers. Authority for the JBCC to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification information to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The JBCC may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

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

Applicant's Name * Date * 

Submit Application << Back

NEW GUARDIANSHIP REGISTRATION SUBMITTED

- On this page you can do the following:
 - *Print your Application Summary (i.e., print a copy of your registration form).* We *strongly* recommend printing this document for your records.
 - See your *Checklist* for all up-to-date information regarding your registration's status.
- When you upload items to your form, you will be able to confirm it uploaded successfully on this page.
- Click the **Return to Home** button.

New Guardianship Registration Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **New Guardianship Registration** has been submitted. Your online transaction number is **266508**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print application summary [Click Here](#)


Checklist



Item #	Certification Type	Item	View/Attach	Item Status
1	All	Proof of Completion of FP Background Check Received	Documents (0)	Pending
2	All	Registration Notification Sent to Clerk	N/A	Pending
3	All	Name and DOB Background Check Conducted	N/A	Pending
4	All	Background Check Sent to Clerk	N/A	Pending
5	All	Guardianship Training Completion	Documents (0)	Pending
6	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

Return to Home **Logout**

NEW GUARDIANSHIP REGISTRATION SUBMITTED

- After clicking the **Return to Home** button, you will receive a computer-generated email verifying the submission of your registration form.



NOREPLY-EXTERNAL
To  jamiejanedoe@myfakeemail.com
Cc  alisguardianregistration

Dear JAMIE DOE


Thank you for using our online services.

- Your **New Guardianship Registration** has been submitted to Guardians program at Texas Judicial Branch Certification Commission. Your transaction number for this application is 350XXX.
- **Guardians appointed prior to June 1, 2018:**
 - * are not required to complete the training by the JBCC.
 - * are not required to undergo a background check.
- **Submit copies of the following items to the clerk of the court where your guardianship is registered:**
 1. A copy of your certificate for completion of the Guardianship Training. (*Attorneys, Certified Guardians, and Corporate Fiduciaries are exempt from the training requirement.*)
 2. Please submit a copy of this confirmation email to the court with your training certificate.

Under the JBCC Rules, the required training and criminal history check must be completed no later than **10 days** before the court's hearing to consider the proposed guardian's appointment.

- **You must upload all supporting documents to your online application.** To upload documents, please log in to [the online system](#) and click on the "View Pending Online Applications" link. For information on what, if any, additional documents are required, please refer to the [Register a Guardianship page](#) of our website.
- **You will receive an automated email notification once your registration is processed.** Please ensure to check your inbox (and spam folder) for this correspondence.
- **To check the status of your online application** please login to [the online system](#) and click on the "View Pending Online Applications" link on your profile home page. **Note:** hover your mouse over the status to see additional information regarding the status.
 - * Click on the *View Details* link to see which items on your registration forms checklist have been completed, which items are still pending (i.e. background check, training completed, etc.)
 - * You can print a copy of your application summary from View Pending Applications as well.
- **Criminal history background check information:**
 - * If a fingerprint-based background check is required (*i.e., the ward's liquid assets are over \$50,000 or the proposed guardian resides out of Texas*), you must contact the county where you filed for guardianship for instructions on this process. Once printed, you will be required to send proof of fingerprinting to our criminal history specialist (CHS). Please refer to the [Criminal History Information page of our website](#) for contact information.
 - * If the wards liquid assets are under \$50,000, our CHS will conduct a name and DOB background check. No action is required of you for this type of background check.
- **IMPORTANT: Under section 155.155 of the Government Code, please be advised that the JBCC cannot confirm registration data to anyone outside of law enforcement and the county clerk where the registration is filed.** If you need to confirmation registration data, you must do the following:
 - * Contact the court where the guardianship is filed, or
 - * Login to your online profile and go to the Additional Information page of your profile. You will find any registrations submitted to us on that page.
- This is a system-generated message; please do not reply to this email. **Replies to this email will not be received by staff.** If you have any questions, please contact the **Guardianship Registration department** at: jbccguardianregistration@txcourts.gov, or call 512-463-1656. You must include your *full name, transaction number, and the date your registration was submitted* in your communication.

Thank you,
Judicial Branch Certification Commission (JBCC)
Office of Court Administration (OCA)



YOUR PROFILE HOME PAGE

- On this page you can do the following:

- Confirm your Contact Information

Contact Information
Name: JAMIE DOE
6489 ANYWHERE ST.,
AUSTIN, TX 78701
Phone #: 512-555-5555
Email: JAMIEJANEDOE@MYFAKEEMAI.COM

- Submit a new guardianship registration.

New Guardianship Registration

- This is only to be used if you are guardian to an *additional* ward. *This is not to be used to update information for an existing ward.*
- Please contact the JBCC for information on how to make updates.
- Changes to the county, the location of the ward, type of guardianship, etc. must be made with the county. They will notify us of said changes, and we can update our system at that time.

Home

Contact Information
Name: JAMIE DOE
6489 ANYWHERE ST.,
AUSTIN, TX 78701
Phone #: 512-555-5555
Email: JAMIEJANEDOE@MYFAKEEMAI.COM

WHAT DO YOU WANT TO DO?
View Pending Applications
New Guardianship Registration
Change Name
Change Password
Existing Guardianship(s)
Update Profile

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for the **Guardians** program.
To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

For questions please email: jbccguardianregistration@txcourts.gov. We are closed on State holidays.

YOUR PROFILE HOME PAGE

- On this page you can do the following:

- View Pending Applications

[View Pending Applications](#)

- Submit the Change Name form.

[Change Name](#)

- This is only for the *Guardian's* name.

- Change your Password.

[Change Password](#)

- See a list of your existing registrations and the guardianship status.

[Existing Guardianship\(s\)](#)

- Update your profile Information (*i.e., your contact information*)

[Update Profile](#)

Home

Contact Information
Name: JAMIE DOE
6489 ANYWHERE ST.,
AUSTIN, TX 78701
Phone #: 512-555-5555
Email: JAMIEJANEDOE@MYFAKEEMAI.COM

WHAT DO YOU WANT TO DO?

- [View Pending Applications](#)
- [New Guardianship Registration](#)
- [Change Name](#)
- [Change Password](#)
- [Existing Guardianship\(s\)](#)
- [Update Profile](#)

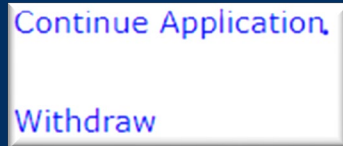
WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for the **Guardians** program.
To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

For questions please email: jbccguardianregistration@txcourts.gov. We are closed on State holidays.

VIEW PENDING/INCOMPLETE ONLINE APPLICATIONS

- On this page you can do the following:
 - See the status of your registration form.
 - Hover your mouse's cursor over the **Application Status** to see descriptive text regarding the status (*i.e., what the status means, and any additional information*).
 - See your form's **Transaction Number**.
 - When corresponding with our office, please provide this number.
 - See the **Current Step** of your application.
 - Review and print your **Application Summary**.
 - Upload documents to your form by clicking the **View Details** link.
 - Withdraw your application
 - if you started it but did not submit it yet, you will see the Continue Application option under the Action column.



Pending / Incomplete Online Application(s)								
								Return To Home
Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	266508	05/11/2025	Review by State	Application Summary	View Details	Withdraw	Received by State

Once the form is submitted, only *staff* can withdraw it.

THE PENDING APPLICATION DETAILS PAGE

- On this page you can see the status of items that have been completed, or *are still pending*, such as:
 - The clerk has been notified your registration form has been submitted to our office. (*Item #2*)
 - Your name and date of birth background check has been completed. (*Item #3*)
 - Your name and date of birth background check has been sent to the clerk. (*Item #4*)
 - Your training certificate has been reviewed by our office and marked as completed. (*Item #5*)
 - Your proof of completion of the fingerprint (FP) criminal history (CH) has been received by our office and marked as completed. (*Item #1*)
 - FP background check is not required for everyone.
 - Any additional documents you have submitted will be reflected on this page as well. (*Item #6*)

Click [Back To Pending Application List](#)

Click [Return To Home](#)

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
New Guardianship Registration	266508	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Proof of Completion of FP Background Check Received	Documents (0)	Pending
2	All	Registration Notification Sent to Clerk	N/A	Pending
3	All	Name and DOB Background Check Conducted	N/A	Pending
4	All	Background Check Sent to Clerk	N/A	Pending
5	All	Guardianship Training Completion	Documents (0)	Pending
6	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Back To Pending Application List](#)

Pending / Incomplete Online Application(s)

[Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
New Guardianship Registration	Online	266508	05/11/2025	Review by State	Application Summary	View Details	Withdraw	Received by State

HOW TO VIEW YOUR EXISTING GUARDIANSHIPS



HOW TO VIEW YOUR EXISTING GUARDIANSHIPS

- Login to your profile and click the **Existing Guardianship(s)** button on your home page.

Existing Guardianship(s)

- From the Existing Guardianship(s) page you can see the following information:
 - All guardianship registrations you have submitted to our office.
 - Guardianship Type
 - Guardianship of a Person
 - Guardianship of Estate
 - Both
 - The status of each guardianship. Statuses are:
 - **In Progress** (i.e., the registration is not complete for various reasons such as we are awaiting information from the registrant, or awaiting information from the court)
 - **Active** (i.e., county has provided the qualification date of the guardianship to our office. The registration is now complete.)
 - **Closed**
 - **Withdrawn**
 - The Ward's Name
 - The Guardian Type
 - The County the Ward resides in
 - The Judge's Name

- Click [Return To Home](#)

Manage Guardianship and Protected Person Information

Fields marked with asterisk (*) are required.

[Return To Home](#)

Entity Information

Name	Mailing Address
JAMIE DOE	6489 ANYWHERE ST. AUSTIN, TX 78701 JAMIEJANEDOE@MYFAKEEMAI.COM

Protected Person List

Guardianship Type	Guardianship Status	Protected Person Name	Guardian Type	County	Judge Name
Guardianship of a Person	In Progress	John Doe	Family Member	TRAVIS	Guy Herman

WHAT TO DO IF YOU SUBMITTED THE WRONG APPLICATION



WHAT TO DO IF YOU'VE SUBMITTED THE WRONG APPLICATION

If you applied for a professional Guardian Certification or Guardianship Program in error, you must do the following:

1. Email the Guardianship Registration Department at registeraguardianship@txcourts.gov to notify one of our licensing specialists. They will be able to withdraw the application you submitted in error and provide you with instructions on how to have the fee you paid returned to you.
2. Log back into your online profile to switch to the Guardianship Registration (GR) department and submit your Guardianship Registration (GR) form. On your profile home page, scroll to the section shown below and click [Click Here](#)

WELCOME TO YOUR HOME PAGE!

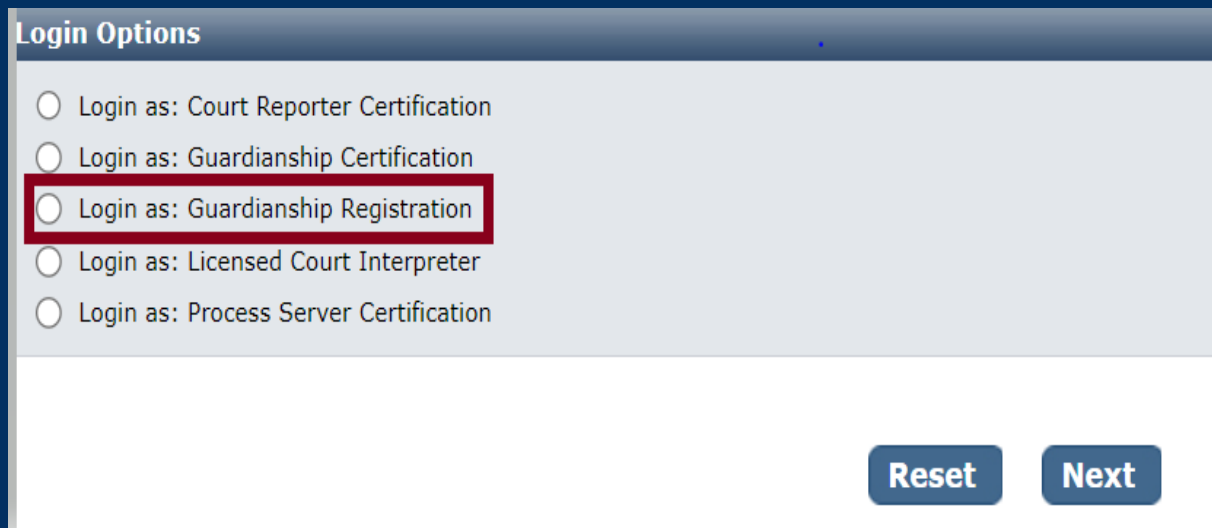
You are currently logged into your online account for the **Guardians** program.
To switch your login session to a different program for Texas, Judicial Branch Certification Commission [Click Here](#)

For questions please email: registeraguardianship@txcourts.gov We are closed on State holidays.

WHAT TO DO IF YOU'VE SUBMITTED THE WRONG APPLICATION

On the *Login Options* page, you must select *Login as: Guardianship Registration*, then click *Next* to be taken to the proper menu page.

On the *What Do You Want to Do* menu, click *New Guardianship Registration* and follow the instructions accordingly from there.




The screenshot shows the 'Login Options' page with a list of radio buttons. The option 'Login as: Guardianship Registration' is selected and highlighted with a red box. Below the list are 'Reset' and 'Next' buttons.

Login Options

- Login as: Court Reporter Certification
- Login as: Guardianship Certification
- Login as: Guardianship Registration
- Login as: Licensed Court Interpreter
- Login as: Process Server Certification

Reset **Next**



The screenshot shows the 'WHAT DO YOU WANT TO DO?' menu with several options. The option 'New Guardianship Registration' is highlighted with a red box.

WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- New Guardianship Registration**
- Change Name
- Change Password
- Existing Guardianship(s)
- Update Profile

CONFIDENTIALITY OF REGISTRATION DATA



CONFIDENTIALITY OF DATA IN THE GUARDIANSHIP REGISTRY

Section 155.155 of the Government Code establishes the confidentiality of information in the registration database.

Sec. 155.155. CONFIDENTIALITY OF INFORMATION IN DATABASE.

- (a) Information that is contained in the database required under Section 155.152, including personally identifying information of a guardian or ward, is confidential and not subject to disclosure under Chapter 552 or any other law.
- (b) A law enforcement agency or officer that receives the information must maintain the confidentiality of the information, may not disclose the information under Chapter 552 or any other law, and may not use the information for a purpose that does not directly relate to the purpose for which it was obtained.

For security purposes only staff of the Judicial Branch Certification Commission can be given access to the registration database. Registration Data cannot be provided or confirmed to guardians, the guardian's attorney, or guardianship programs.

Registration Data includes, but is not necessarily limited to:

- The name and contact information of the guardian,
- Any information regarding the ward, and
- Guardianship case information.

Registration data is only available to the following parties:

- Law enforcement (via the Texas Law Enforcement Telecommunications System, or TLETS), and
- The clerk's office where the registration is filed.



ADDITIONAL INFORMATION



ADDITIONAL INFORMATION

To reach our department directly, please send an email to registeraguardianship@txcourts.gov

- Please be advised that only staff in the Guardianship Registration (GR) Department can assist with registration matters; therefore, we request that inquiries not be submitted to other departments.

For questions related to your guardianship registration, please contact a licensing specialist in the GR Department.

- If there is a specific licensing specialist you need to contact, please send your email to their attention.
- EXAMPLE: *Assistance with Transaction #123456, Attention: Jane Doe.*
- This will ensure your email is received by that specialist.

For matters regarding criminal histories, please send an email to JBCCBackgroundSpecialist@txcourts.gov



GUARDIANSHIP REGISTRATION TRAINING MODULE OVERVIEW



GUARDIANSHIP REGISTRATION TRAINING

- The guardianship training website is *separate* from the registration website.
- When signing up to take the training course, you will have to create a *Username* and *Password*.
- If you have already submitted a registration application with the JBCC, the *Username* and *Password* created for registration will not be recognized by the Training website.

NOTE: They *may* be used, but they will need to be entered when completing the **Sign up** form.

Sign up

FIRST NAME

e.g. John

LAST NAME

e.g. Doe

EMAIL ADDRESS

e.g. jdoe@example.com

USERNAME

e.g. jdoe

PASSWORD

ARE YOU TAKING THIS TRAINING TO FULFILL THE REQUIREMENT TO BECOME APPOINTED?

Select an option...


HAVE YOU REGISTERED THE GUARDIANSHIP WITH JBCC?

Select an option...

COUNTY WHERE GUARDIANSHIP FILED

Create account

GUARDIANSHIP REGISTRATION TRAINING

- A proposed guardian may *not* be appointed guardianship unless the JBCC training course has been completed.
- Upon completion of the training, each proposed guardian will receive a certificate.
 - Click the  on the top right corner of the training.
 - After doing so, you will be able to download a pdf file of the certificate.
- Once downloaded, provide a copy of the certificate to the court.
- Training must be completed no later than 10 days before the court's hearing to consider the proposed guardian's appointment.
- Google Chrome *must* be used to complete the training.
- The course will take approximately 1 hour.

GUARDIANSHIP REGISTRATION TRAINING



Get this course

Guardianship

Texas Guardianship Training

*****PLEASE NOTE: Google Chrome must be used to access this course. If you are currently using another internet browser, please exit and reopen this site with google chrome.*****

- The training course and the guardianship registration are to be completed on two separate websites. Completing the course does not complete the registration process. To register your guardianship, visit: <https://jbcctexas.txcourts.gov/DefaultTexas.aspx>
- Create a new user name and password, apart from the JBCC registration system, to access the training module.
- The same e-mail address may NOT be used for multiple accounts.
- This course will take approximately 1 hour to complete.
- Use Google Chrome to complete the training.
- Mobile and Apple devices may not be compatible for using our online system.

How to Download Certificate

1. Upon completion, click the 'x' on the top right corner of the training. After doing so, you will be able to download a pdf file of the certificate.
2. After you print your training certificate, please provide a copy of the certificate to the court.

This training was developed under grant number SJI-17-E-138 from the State Justice Institute. The points of view expressed are those of the Office of Court Administration and do not necessarily represent the official position or policies of the State Justice Institute.

Content

 Guardianship Training


SECTION 1

Completion rules

- All units must be completed
- Leads to a certificate with a duration: Forever

GUARDIANSHIP REGISTRATION TRAINING

Home / Course catalog / Texas Guardianship Training



Get this course

Sign up

FIRST NAME
e.g. John

LAST NAME
e.g. Doe

EMAIL ADDRESS
e.g. jdoe@example.com

USERNAME
e.g. jdoe

PASSWORD

ARE YOU TAKING THIS TRAINING TO FULFILL THE REQUIREMENT TO BECOME APPOINTED?
Select an option...

HAVE YOU REGISTERED THE GUARDIANSHIP WITH JBCC?
Select an option...

COUNTY WHERE GUARDIANSHIP FILED

Create account

Log in

is course. If you are
open this site with

separate websites.
r guardianship, visit:

Guardianship Training

GUARDIANSHIP
REGISTRATION
TRAINING



Guardian Training-Victor



TEXAS OFFICE OF COURT ADMINISTRATION

TEXAS GUARDIANSHIP TRAINING

GUARDIANSHIP REGISTRATION TRAINING



Course Roadmap

- Understanding Why Guardianship May Be Necessary
- Overview of Alternatives to Guardianship
- Types of Guardianship
- Procedures to Establish a Guardianship
- Duties of the Guardian
- Reporting Requirements of the Guardian
- Modifying, Terminating, or Closing a Guardianship

 RESOURCES

 TOC

 MAIN MENU

 BACK

 NEXT



Judicial Branch Certification Commission

This certification is awarded to

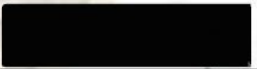
Jamie Jane Doe

For successfully completing the course

Texas Guardianship Training

04/09/2018

Issued Date



Administrative Director

JBCC
GUARDIANSHIP
REGISTRATION
DEPARTMENT

JBCC
Guardianship
Registration

Judicial Branch Certification Commission (JBCC)
Mailing Address
Attn: Guardianship Registration
PO Box 12066
Austin, TX 78711-2066

Guardianship Registration Phone
Main:512-463-1656
Email
registeraguardianship@txcourts.gov