

Visual Flowchart of Guardianship Registration Process

Step 1 — Applicant Files for Guardianship with the County



- The guardianship process begins when an application is submitted with the county where the ward resides
- This initiates the entire workflow and triggers the subsequent training and background-check requirements

Step 2 — Applicant Completes the Guardianship Training Module



- After applying with the county, the proposed guardian must complete the **Guardianship Training Module** on the JBCC website
- This training is mandatory for all applicants and must be completed **before** proceeding with the registration

Step 3 — Background Check Based on Proposed Guardian's Residence/Ward's Liquid Estate Value

If the proposed guardian resides outside the state of Texas **or** estate is **OVER \$50K**:



The proposed guardian must undergo a **fingerprint-based (FP) background check** through the county clerk's office

Afterwards, they will create an online profile in the JBCC licensing system, complete the guardianship registration form, and upload both their *FP receipt* and the *training certificate* to their registration form

If the proposed guardian resides in the State of Texas **and** estate is **\$50K or LESS**:



The proposed guardian will create an online profile in the JBCC licensing system, complete the registration form, and upload the *training certificate* to their registration form

The *JBCC Background Specialist* will send the **Name and Date of Birth (NDOB)** background check results directly to the county clerk's office

Step 4 — JBCC Staff Reviews Registration Forms



Staff verifies the accuracy of submitted information, the completeness of the registration form, and the presence of required documents (e.g. training certificate, FP receipt, if applicable).

Step 5 — JBCC Receives Qualification Date from the County Clerk's Office



The county clerk will email their qualification date to the JBCC's Guardianship Registration (GR) Department

Step 6 — JBCC Staff Finalizes Registration Forms



Once the QD is received from the county clerk, JBCC staff will **approve the registration form** in the system, finalizing the registration