

## 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

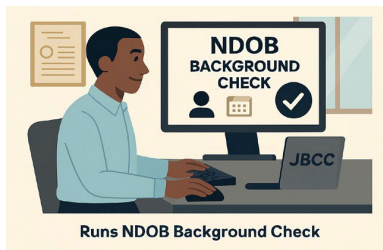
**If the proposed guardian resides outside the state of Texas *or* estate is OVER \$50K:**



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

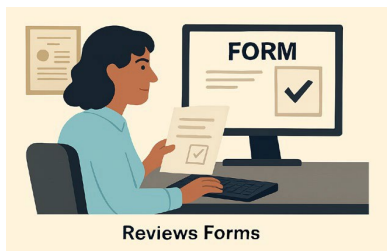
**If the proposed guardian resides in the State of Texas *and* estate is \$50K or LESS:**



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

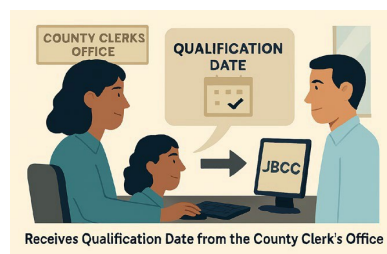
The *JBCC Background Specialist* will send the **Name and Date of Birth (NDOB)** background check results directly to the county clerk's office

#### 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