HOW TO APPLY FOR GUARDIANSHIP PROGRAM REGISTRATION WITH THE JBCC

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GUARDIANSHIP PROGRAM DOCUMENTATION REQUIREMENTS

PROGRAMS MUST UPLOAD DOCUMENTATION TO THEIR ONLINE REGISTRATION APPLICATION THAT CONTAINS THE FOLLOWING INFORMATION.

1. Name & certification # of each guardian employed by, volunteering with, or under contract with the program.

2. The name, address, phone #, and email address of each employee, volunteer, or contractor who is to provide guardianship services on behalf of the program.

3. The number of wards served by the program.

4. The organizational chart or other description of the role and responsibility of each person in the program.

GUARDIANSHIP PROGRAM DOCUMENTATION REQUIREMENTS CONTINUED…

5. The name and certification # of each certified guardian who supervises or directly provides guardianship services to wards or other incapacitated persons on behalf of the guardianship program.

6. The number of provisionally certified guardians and other personnel each certified guardian supervises.

7. Any sanction imposed by a court in Texas or another jurisdiction arising from any probate matter and any disciplinary history with a regulatory agency in another jurisdiction for each certified guardian and provisionally certified guardian who would render services on behalf of the program.

8. For each certified guardian, the name cause number, and county of each ward or other person who receives guardianship services under the supervision of a guardian.

THINGS YOU CAN DO IN THE ONLINE SYSTEM

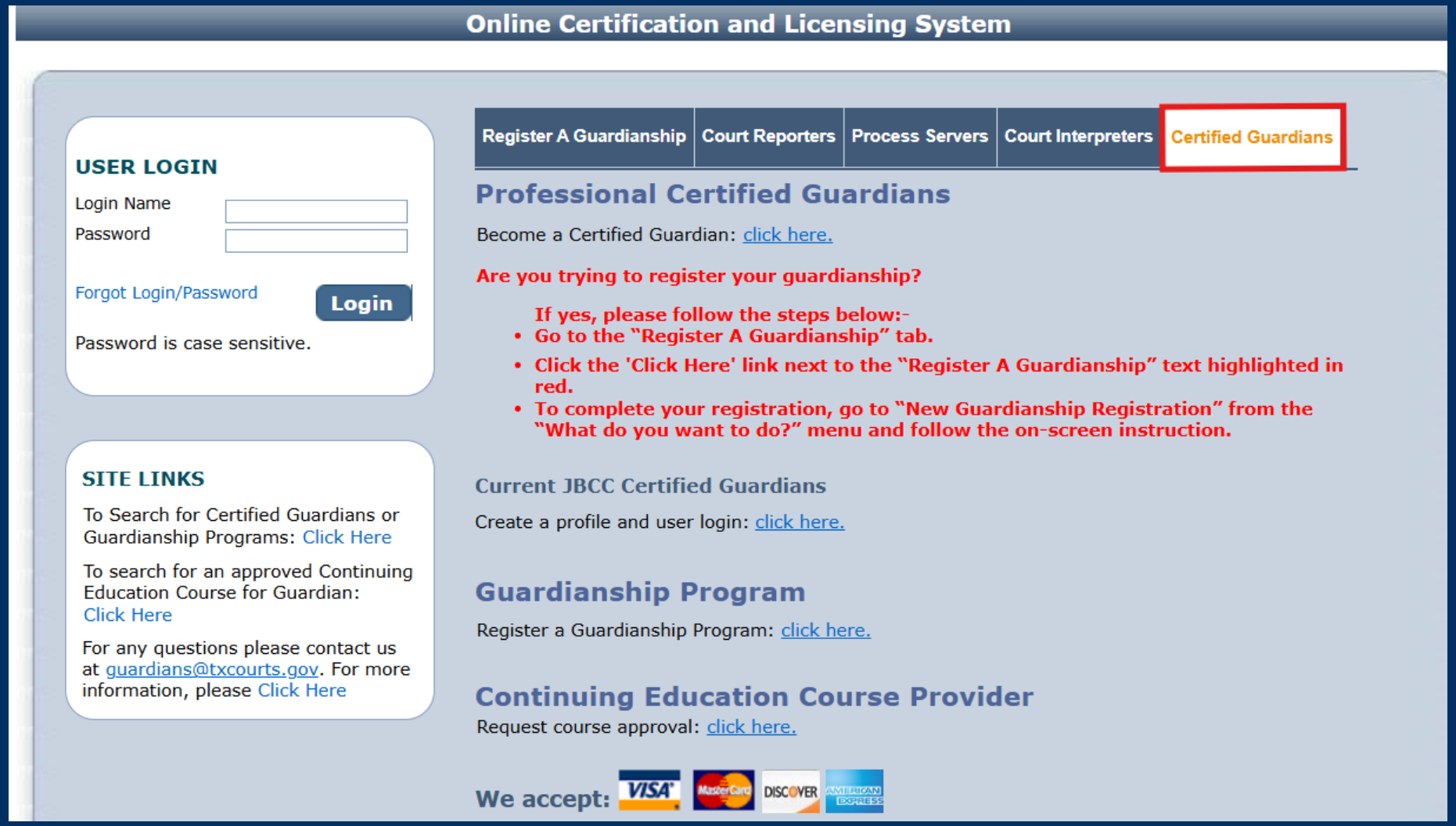
- Submit your Application for New Registration.
- Submit payments for any required fees.
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
  - Staff must withdraw if you've already submitted it to us.
- Update your Business Name.
- Update your firm's contact information.
- Print payment receipts.
- Print your application (i.e., application summary)
- Confirm documentation uploaded to your application.
- Obtain your Login Name.
- Reset your forgotten password.

HOW TO COMPLETE THE APPLICATION FOR GUARDIANSHIP PROGRAM (GP) REGISTRATION

GO TO THE GUARDIANSHIP PROGRAM'S HOME PAGE.

- *NOTE: YOU'LL SEE THE PDF GUIDE TO USING THE ONLINE SYSTEM, AND OTHER SLIDE SHOWS AS WELL.*
- CLICK ON THE BIG, RED, BUTTON TO ACCESS THE JBCC CERTIFICATION, REGISTRATION LICENSING SYSTEM

CLICK ON THE CERTIFIED GUARDIANS TAB



IN THE GUARDIANSHIP PROGRAM SECTION, CLICK ON THE CLICK HERE LINK.

THE PROGRAM'S DIRECTOR YOU MUST CREATE THE ONLINE PROFILE FOR THE PROGRAM AND APPLY FOR REGISTRATION.

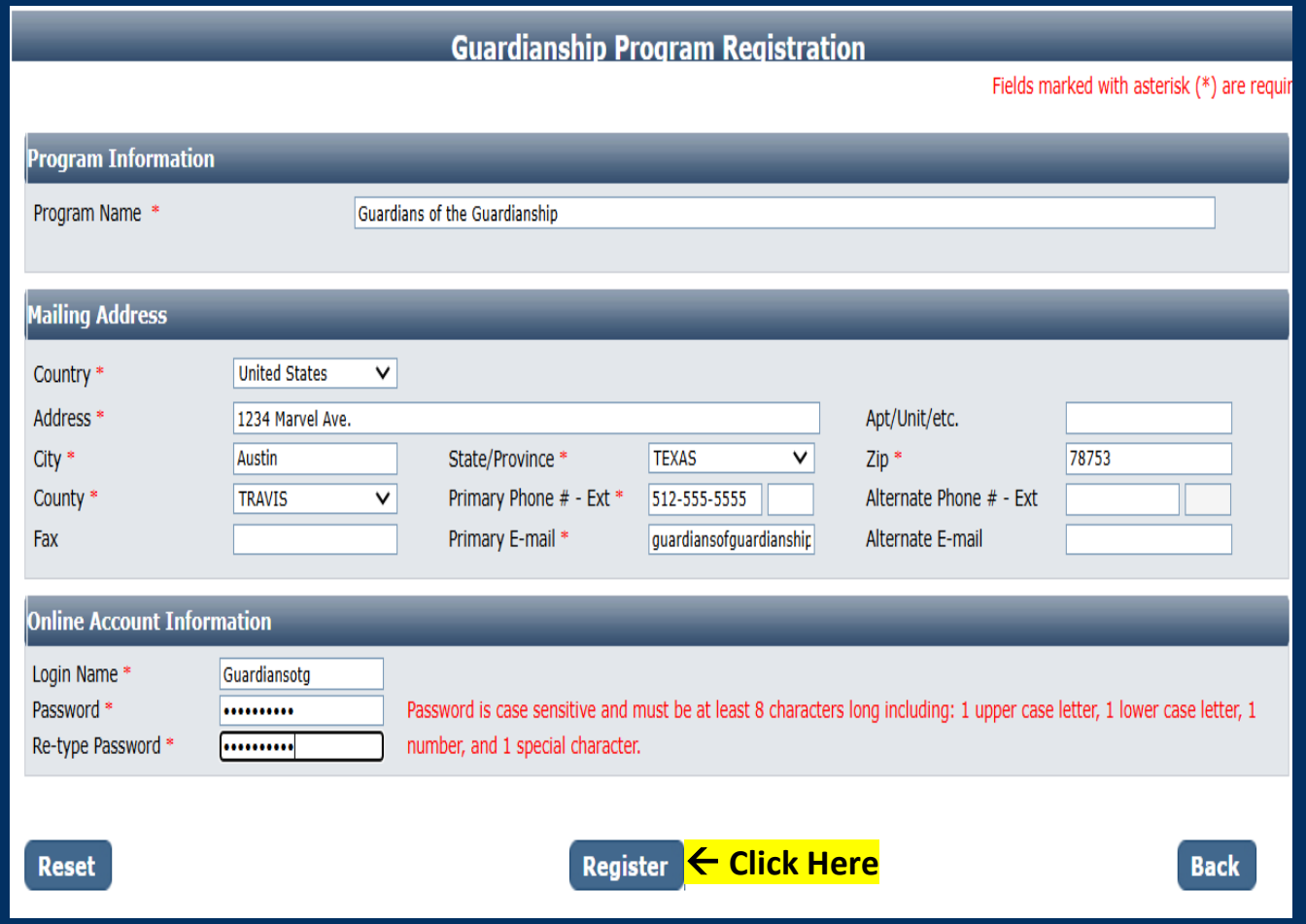
On the *Initial User Registration* page, complete all fields with a red asterisk by them. These are required fields:

- Your full legal name (no nicknames)
- Your Date of Birth (i.e., DOB)
- Your Mailing Address
- Your phone number
- Your email address
  (We strongly recommend using an email address created specifically for the program instead of a designated individual's email address. This will prevent the need to update the profile as employees change).

In the Online Account Information section, you must:

- Enter (i.e., create) a login name.
- Enter (i.e., create) a password.

Click *Register* to start the application for certification process.



ENTITY INFORMATION TAB. ENTER ALL REQUIRED INFORMATION ON THIS PAGE, THEN CLICK NEXT.

ADDRESS INFORMATION TAB COMPLETE ALL FIELDS WITH A RED ASTERISK, THEN CLICK NEXT.

Application for Guardianship Program

Fields marked with asterisk (*) are required.

Entity Information | Address Information | Program's Certified Guardians | Additional Information | Questions | Attestation

Please review Address Information for accuracy.

<< Back | Next >>

Mailing Address

Copy From

Country *	United States				
Address *	1234 MARVEL AVE.			Apt/Unit/etc.	
City *	AUSTIN	State/Province *	TEXAS	Zip *	78753
County *	TRAVIS	Primary Phone # - Ext *	512-555-5555	Alternate Phone # - Ext	
Fax		Primary E-mail *	GUARDIANS@TXCOURT!	Alternate E-mail	

Physical Location

Copy From

Country *	United States				
Contact Person	Gamora Green				
Address *	1234 MARVEL AVE.			Apt/Unit/etc.	
City *	AUSTIN	State/Province *	TEXAS	Zip *	78753
County *	TRAVIS	Primary Phone # - Ext *	512-555-5555	Alternate Phone # - Ext	
Fax		Primary E-mail *	GUARDIANS@TXCOURT!	Alternate E-mail	

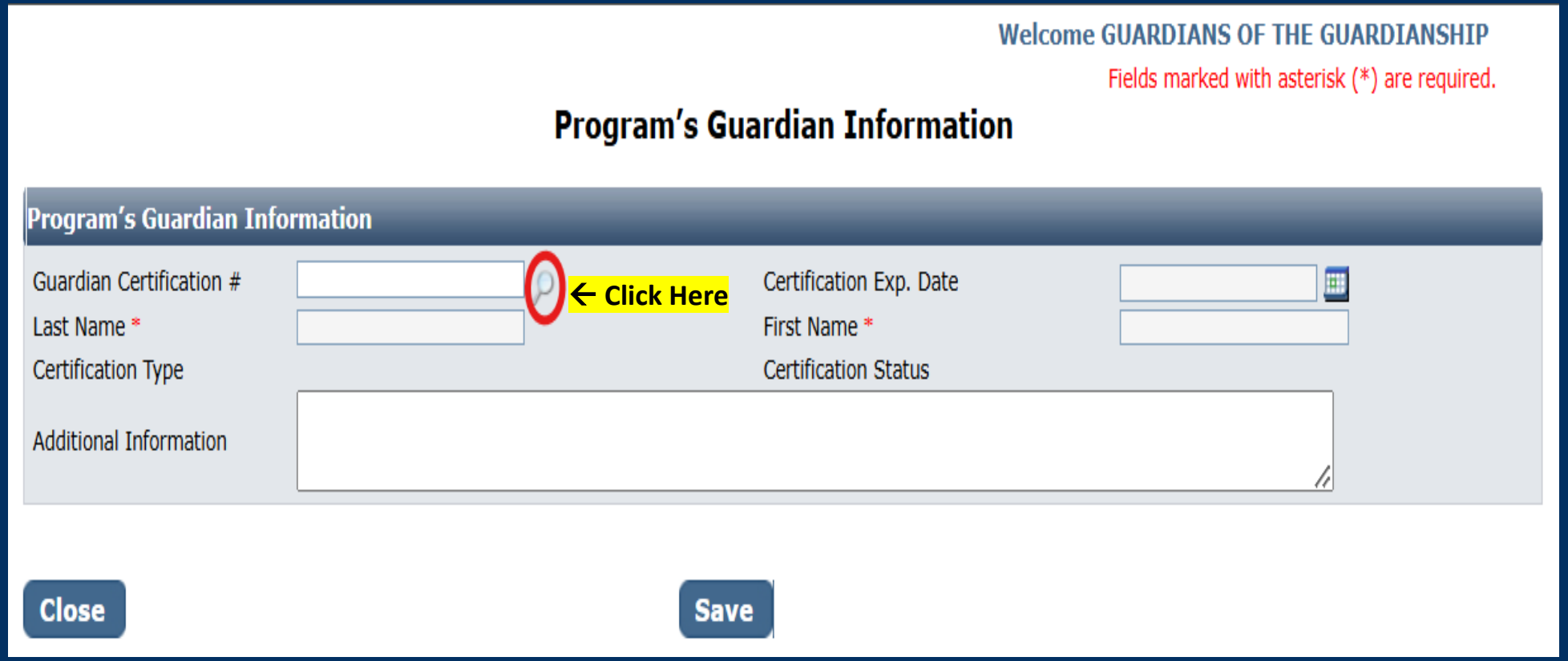
Reset

<< Back | Next >> ← Click Here

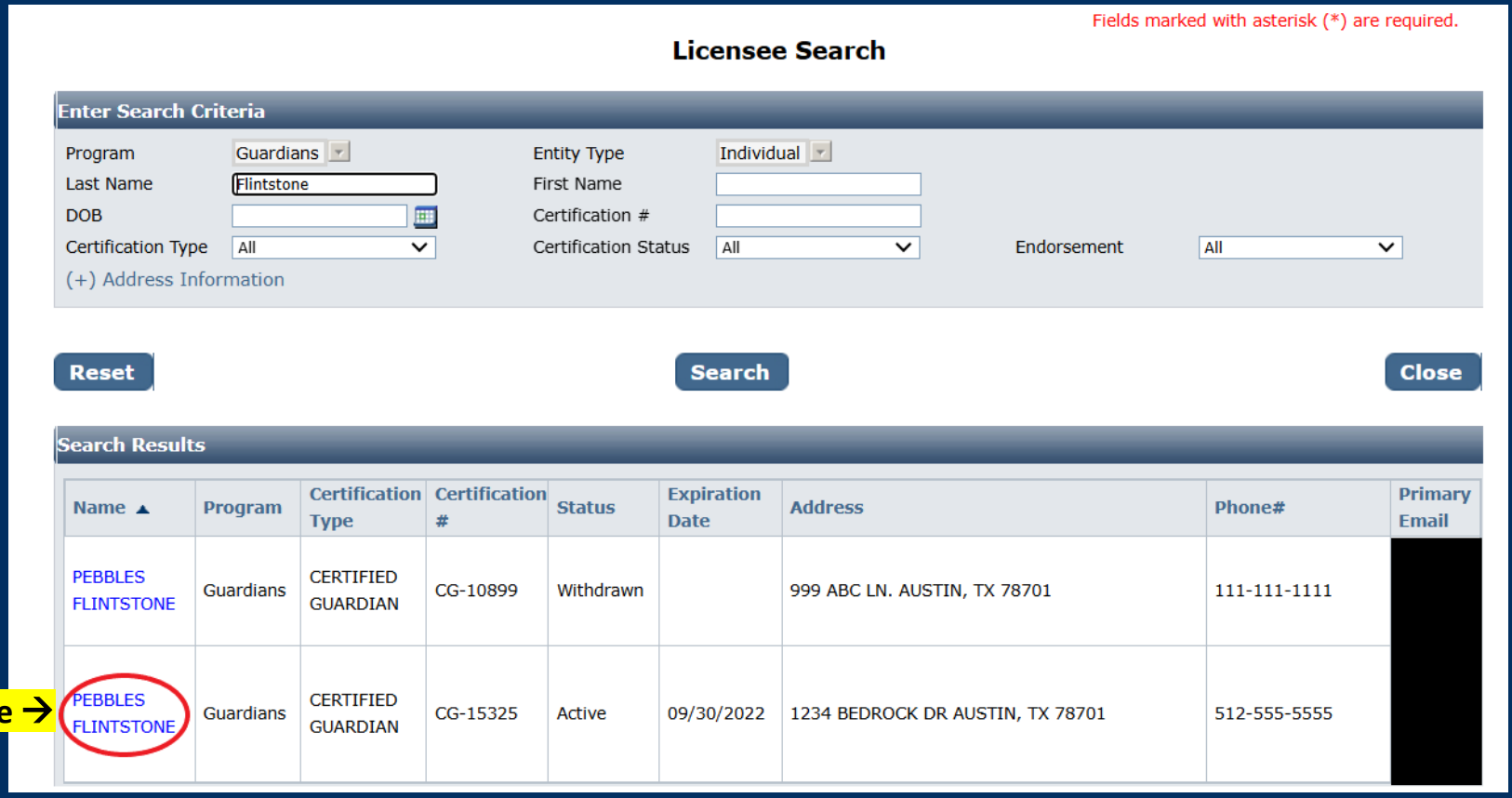
PROGRAM'S CERTIFIED GUARDIANS TAB. ADD ALL GUARDIANS HERE.

CLICK *ADD* TO LOCATE AND ADD YOUR PROGRAM'S CERTIFIED GUARDIANS.

CLICK THE MAGNIFYING ICON TO SEARCH FOR YOUR CERTIFIED GUARDIANS.



SEARCH BY THEIR NAME OR CERTIFICATION #. CLICK ON THEIR NAME TO SELECT THEM.



Fields marked with asterisk (*) are required.

Licensee Search

Enter Search Criteria

Program	Guardians	Entity Type	Individual		
Last Name	Flintstone	First Name			
DOB		Certification #			
Certification Type	All	Certification Status	All	Endorsement	All

(+) Address Information

Reset | Search | Close

Search Results

Name ▲	Program	Certification Type	Certification #	Status	Expiration Date	Address	Phone#	Primary Email
PEBBLES FLINTSTONE	Guardians	CERTIFIED GUARDIAN	CG-10899	Withdrawn		999 ABC LN. AUSTIN, TX 78701	111-111-1111	[redacted]
PEBBLES FLINTSTONE	Guardians	CERTIFIED GUARDIAN	CG-15325	Active	09/30/2022	1234 BEDROCK DR AUSTIN, TX 78701	512-555-5555	

Click Here →

THE SYSTEM WILL AUTOFILL THEIR INFORMATION. CLICK *SAVE* TO ADD THEM TO YOUR LIST.

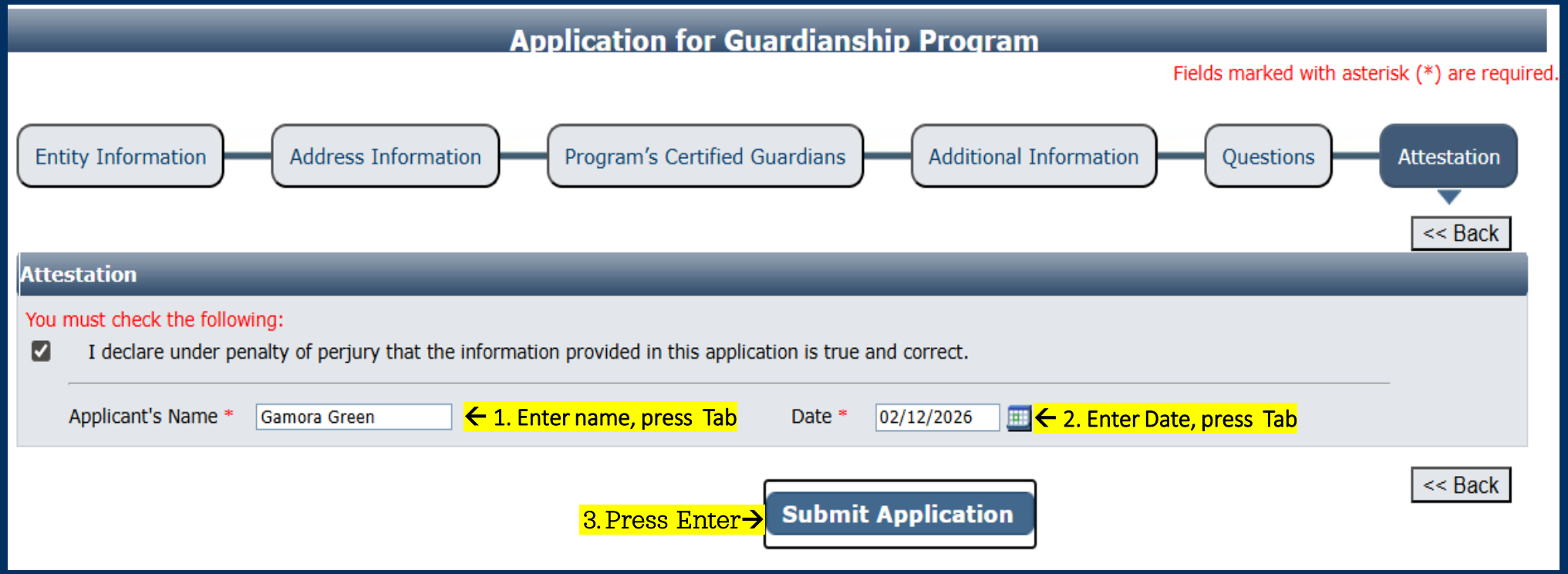
THE GUARDIAN HAS NOW BEEN ADDED TO YOUR LIST OF CERTIFIED GUARDIANS. CLICK NEXT.

← Click Here

SKIP THE ADDITIONAL INFORMATION TAB BY CLICKING NEXT.

QUESTIONS TAB. ANSWER THE QUESTION(S) ON THIS PAGE, THEN CLICK NEXT.

ATTESTATION TAB. READ THE ENTIRE PAGE AND CHECK ALL BOXES. ENTER YOUR FIRST AND LAST NAME THEN PRESS THE TAB BUTTON ON YOUR KEYBOARD TO ENTER THE DATE. LASTLY, PRESS THE TAB BUTTON ON YOUR KEYBOARD TO GO TO THE *SUBMIT APPLICATION* BUTTON AND PRESS ENTER ON YOUR KEYBOARD TO CLICK ON IT AND SUBMIT YOUR APPLICATION. YOU WILL THEN BE TAKEN TO THE FEE DETAIL PAGE TO PAY THE APPLICATION FEE.



CLICK THE PAY NOW BUTTON TO BE TAKEN TO THE PAYMENT PORTAL

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details

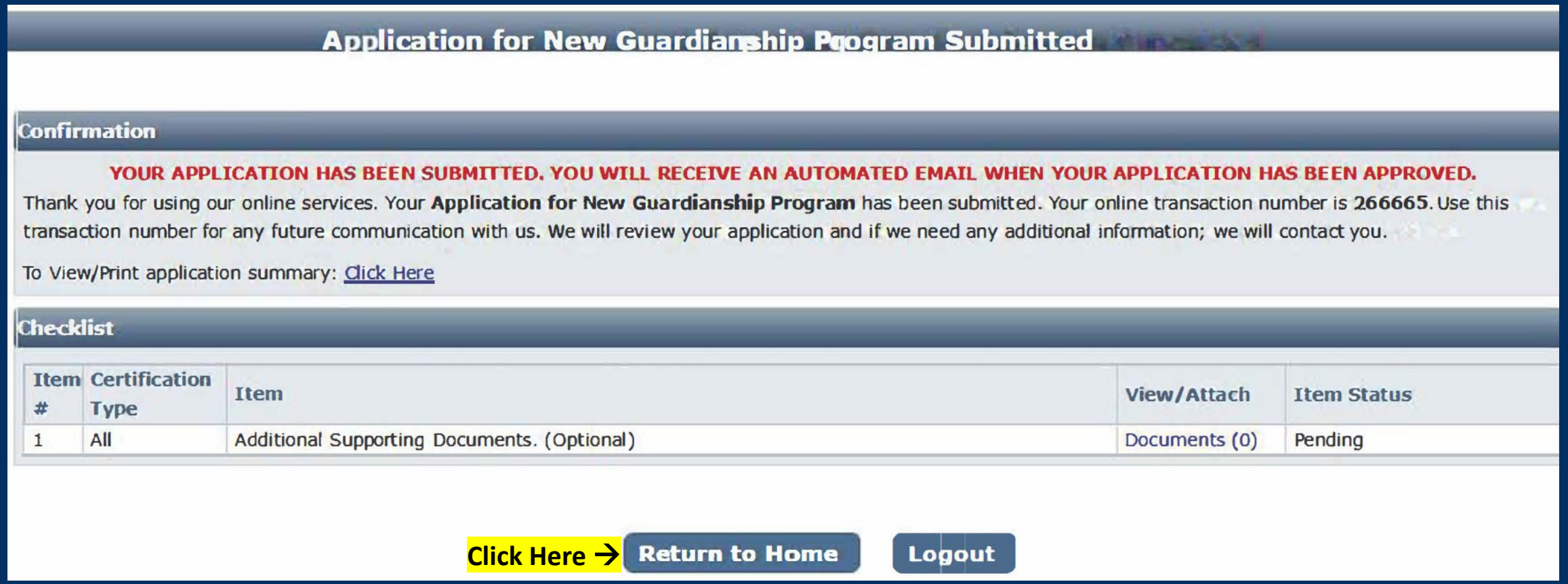
Licensing/Certification fee	$200.00
Texas.gov Price*	**$204.76**

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the "Pay Now" button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".
Failure to comply with these instructions may result in multiple charges.

Edit Application Pay Now ← Click Here

CONFIRMATION PAGE. AFTER YOUR PAYMENT IS PROCESSED, YOU'LL BE TAKEN TO THIS PAGE. FROM HERE YOU SHOULD PRINT YOUR PAYMENT RECEIPT AND APPLICATION SUMMARY FOR YOUR RECORDS, THEN CLICK *RETURN TO HOME*



Application for New Guardianship Program 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 **Application for New Guardianship Program** has been submitted. Your online transaction number is **266665**. 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

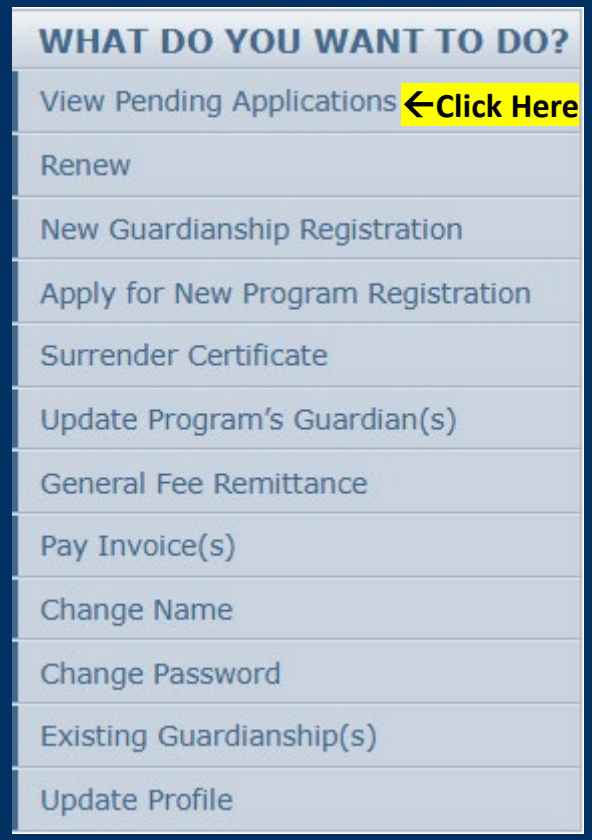
Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	Documents (0)	Pending

Click Here → Return to Home Logout

CLICK *VIEW PENDING APPLICATION(S)* ON YOUR HOME PAGE MENU TO SEE THE APPLICATION YOU JUST SUBMITTED. THIS IS WHERE YOU CONFIRM RECEIPT, TRACK THE APPLICATION STATUS, AND TRACK THE APPLICATION'S PROGRESS DURING THE APPLICATION PROCESS.

IN THE *CURRENT STEP* COLUMN, THE STATUS REVIEW BY STATE WILL BE REFLECTED. THE STATUS REMAINS PENDING UNTIL THE APPLICATION IS APPROVED. WHEN THE APPLICATION IS PROCESSED, YOU'LL BE SENT AN AUTOMATED EMAIL CONFIRMATION ADVISING THE APPLICATION HAS BEEN APPROVED AND THE APPLICATION WILL NO LONGER SHOW UP ON THIS PAGE. CHECK YOUR INBOX (AND SPAM FOLDER) FOR THIS CORRESPONDENCE.



IF YOU WANT TO VERIFY ANY DOCUMENTS YOU UPLOADED WERE ATTACHED, GO TO THE VIEW PENDING ONLINE APPLICATION(S) PAGE. CLICK ON THE VIEW DETAILS LINK.

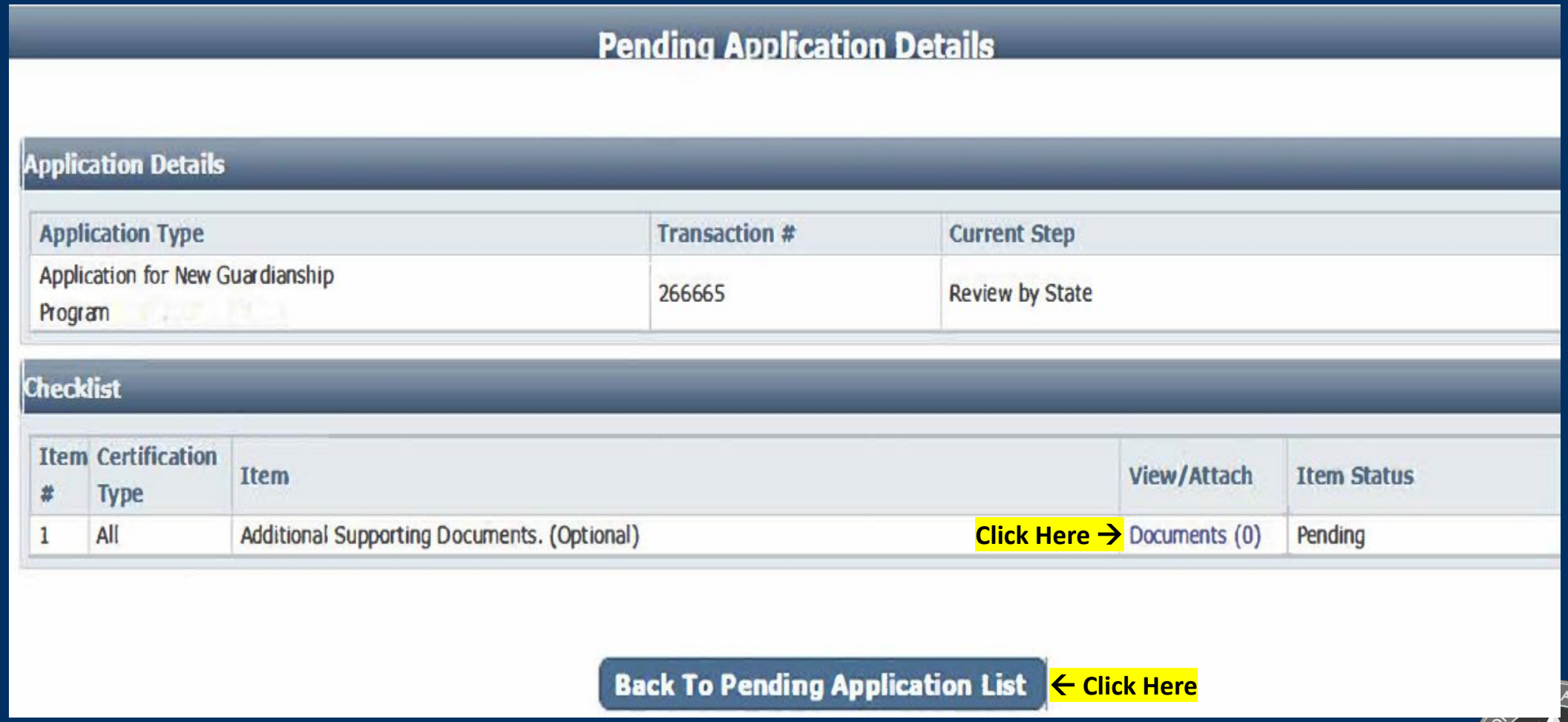
Pending / Incomplete Online Application(s)

Return To Home

Pending / Incomplete Online Application(s)

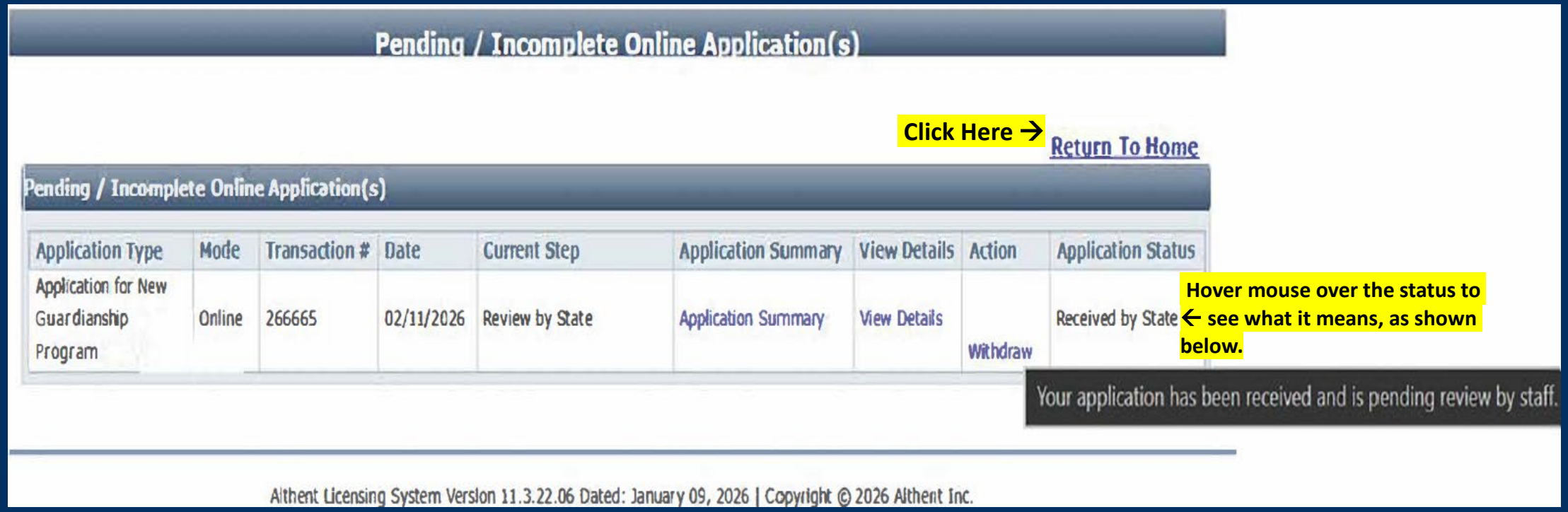
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Guardianship Program	Online	266665	02/11/2026	Review by State	Application Summary	View Details	Withdraw	Received by State

UNDER THE CHECKLIST, CLICK ON ADDITIONAL SUPPORTING DOCUMENTS (OPTIONAL) TO VERIFY ANY UPLOADED DOCUMENTS, OR TO UPLOAD OTHER DOCUMENTS (INCLUDING ANY CORRECTED DOCUMENTS).



ON THIS PAGE, YOU CAN SEE YOUR APPLICATION'S STATUS, AS WELL AS TRACK ITS PROGRESS FROM START TO FINISH. THE APPLICATION STATUS WILL CHANGE AS YOUR APPLICATION GOES THROUGH THE REVIEW PROCESS.

SIMPLY HOVER YOUR MOUSE OVER THE LISTED STATUS TO SEE DESCRIPTIVE TEXT WHICH TELLS YOU WHAT THE STATUS MEANS.



CLICK RETURN TO HOME TO GET BACK TO YOUR PROFILE'S HOME PAGE. FROM THERE, CLICK LOGOUT, NEAR THE TOP OF THE PAGE, TO EXIT THE SYSTEM.

GUARDIAN CERTIFICATION & PROGRAM DEPARTMENT'S INFORMATION

Phone:
512-475-4368, Ext. 5

Email:
guardians@txcourts.gov

Website: https://www.txcourts.gov/jbcc/guardianship-programs/