

HOW TO APPLY FOR GUARDIANSHIP PROGRAM REGISTRATION WITH THE JBCC



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- ☐ Guardianship Program Documentation Requirements
- ☐ Online System overview *(what you can do in the system)*
- ☐ How to Apply for Registration *(step-by-step instructions)*
- ☐ Guardian Certification Department's Information



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

How do I...

- Use the Online Licensing System (ALiS)
Please see the [Guide to Using the Online System \(pdf\)](#)  & [Online System FAQs](#)
- Obtain or update my login credentials
Go to ALiS, using the red button below, and click **"Forgot Login/Password"**
Email the licensing specialist at guardians@txcourts.gov if you need further assistance.
- Update my profile contact information
Login to your online profile and click the Update Profile menu option.

**ACCESS THE JBCC
CERTIFICATION,
REGISTRATION &
LICENSING SYSTEM** ← Click Here

Online System Resources

- Watch How to Apply for Guardianship Program Registration (pdf) 
- Watch How to Apply for Renewal- Slideshow (pdf) 



CLICK ON THE CERTIFIED GUARDIANS TAB

Online Certification and Licensing System

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Password is case sensitive.

SITE LINKS

To Search for Certified Guardians or Guardianship Programs: [Click Here](#)

To search for an approved Continuing Education Course for Guardian: [Click Here](#)

For any questions please contact us at guardians@txcourts.gov. For more information, please [Click Here](#)

[Register A Guardianship](#) [Court Reporters](#) [Process Servers](#) [Court Interpreters](#) **[Certified Guardians](#)**

Professional Certified Guardians

Become a Certified Guardian: [click here.](#)

Are you trying to register your guardianship?

If yes, please follow the steps below:-

- Go to the "Register A Guardianship" tab.**
- Click the 'Click Here' link next to the "Register A Guardianship" text highlighted in red.**
- To complete your registration, go to "New Guardianship Registration" from the "What do you want to do?" menu and follow the on-screen instruction.**

Current JBCC Certified Guardians

Create a profile and user login: [click here.](#)



Guardianship Program

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

Continuing Education Course Provider

Request course approval: [click here.](#)

We accept:





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

Online Certification and Licensing System

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Login

Password is case sensitive.

SITE LINKS

To Search for Certified Guardians or Guardianship Programs: [Click Here](#)

To search for an approved Continuing Education Course for Guardian: [Click Here](#)

For any questions please contact us at guardians@txcourts.gov. For more information, please [Click Here](#)

Register A Guardianship

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Become a Certified Guardian: [click here.](#)

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Current JBCC Certified Guardians

Create a profile and user login: [click here.](#)

Guardianship Program

Register a Guardianship Program: [click here.](#) ← Click Here

Continuing Education Course Provider

Request course approval: [click here.](#)

We accept:

VISA

MasterCard

DISCOVER

AMERICAN EXPRESS

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.

Guardianship Program Registration

Fields marked with asterisk (*) are required

Program Information

Program Name *

Mailing Address

Country *	<input type="text" value="United States"/>		
Address *	<input type="text" value="1234 Marvel Ave."/>	Apt/Unit/etc.	<input type="text"/>
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="guardiansofguardianship"/>
		Alternate Phone # - Ext	<input type="text"/>
		Alternate E-mail	<input type="text"/>

Online Account Information

Login Name *	<input type="text" value="Guardiansotg"/>	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.
Password *	<input type="password" value="....."/>	
Re-type Password *	<input type="password" value="....."/>	

[← Click Here](#)



ENTITY INFORMATION TAB. ENTER ALL REQUIRED INFORMATION ON THIS PAGE, 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 information for accuracy.

Next >>

Program Information

Program Name *

GUARDIANS OF THE GUARDIANSHIP

DBA Name

Program Director Information

First Name *

Peter

Middle Name

Last Name *

Quill

Role *

Program Director

Email *

guardiansofguardianship@mcu.com

Phone *

512-555-5555

Reset

Next >>

Click Here

The seal of the Office of Court Administration, Texas, is located in the bottom right corner. It features a circular design with a five-pointed star in the center. Inside the star is a scale of justice. The words "OFFICE OF COURT ADMINISTRATION" are written around the top inner edge of the circle, and "TEXAS" is at the bottom.

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.

Mailing Address

Copy From

Country *

United States

Address *

1234 MARVEL AVE.

City *

AUSTIN

State/Province *

TEXAS

County *

TRAVIS

Primary Phone # - Ext *

512-555-5555

Apt/Unit/etc.

Fax

Primary E-mail *

GUARDIANS@TXCOURT!

Zip *

78753

Alternate Phone # - Ext

Alternate E-mail

Physical Location

Copy From

Country *

United States

Contact Person

Gamora Green

Address *

1234 MARVEL AVE.

City *

AUSTIN

State/Province *

TEXAS

County *

TRAVIS

Primary Phone # - Ext *

512-555-5555

Apt/Unit/etc.

Fax

Primary E-mail *

GUARDIANS@TXCOURT!

Zip *

78753

Alternate Phone # - Ext

Alternate E-mail

Reset

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Next >>

← Click Here



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

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

Application for Guardianship Program

Fields marked with asterisk (*) are required.

Entity Information

Address Information

Program's Certified Guardians

Additional Information

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Next >>

Program's Certified Guardian(s)

Please add all Certified Guardian(s) including program director, working for the Program.

Reset

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Add

← Click Here

The seal of the Office of Court Administration, Texas, is located in the bottom right corner. It features a circular design with a five-pointed star in the center. Inside the star is a scale of justice. The words "OFFICE OF COURT ADMINISTRATION" are written around the top inner edge of the circle, and "TEXAS" is at the bottom.



CLICK THE MAGNIFYING ICON TO SEARCH FOR YOUR CERTIFIED GUARDIANS.

Welcome GUARDIANS OF THE GUARDIANSHIP

Fields marked with asterisk (*) are required.

Program's Guardian Information

Program's Guardian Information

Guardian Certification #	<input type="text"/>	 ← Click Here	Certification Exp. Date	<input type="text"/>	
Last Name *	<input type="text"/>		First Name *	<input type="text"/>	
Certification Type	Certification Status				
Additional Information	<input type="text"/>				

Close

Save



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
Last Name
DOB
Certification Type
(+) Address Information

Guardians
Flintstone

All

Entity Type
First Name
Certification #
Certification Status

Individual

All

Endorsement
All

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	
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.

Welcome GUARDIANS OF THE GUARDIANSHIP
Fields marked with asterisk (*) are required.

Program's Guardian Information

Program's Guardian Information

Guardian Certification #	<input type="text" value="CG-15325"/>	Certification Exp. Date	<input type="text" value="09/30/2022"/>
Last Name *	<input type="text" value="PEBBLES FLINTSTONE"/>	First Name *	<input type="text" value="PEBBLES FLINTSTONE"/>
Certification Type	CERTIFIED GUARDIAN	Certification Status	Active
Additional Information	<input type="text"/>		

Close

Click Here →



THE GUARDIAN HAS NOW BEEN ADDED TO YOUR LIST OF CERTIFIED GUARDIANS. [CLICK NEXT.](#)

Application for Guardianship Program

Fields marked with asterisk (*) are required

Entity Information

Address Information

Program's Certified Guardians

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Program's Certified Guardian(s)

Add

Please add all Certified Guardian(s) including program director, working for the Program.

Name	Certification Expiration Date	Guardian Certification #	Certificate Status
PEBBLES FLINTSTONE	09/30/2027	CG-15325	Active

Reset

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SKIP THE ADDITIONAL INFORMATION TAB BY **CLICKING NEXT**.

Application for Guardianship Program

Fields marked with asterisk (*) are required

Entity Information — Address Information — Program's Certified Guardians — **Additional Information** — Questions — Attestation

Reset

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<< Back Next >> **← Click Here**



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

Application for Guardianship Program

Fields marked with asterisk (*) are required.

Entity Information

Address Information

Program's Certified Guardians

Additional Information

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Questions

#	Question	Response
1	Has the Guardianship Program or any of its officers, directors, or managerial employees ever had a license, certification or registration suspended, revoked or denied in any state, or been convicted of a criminal offense other than a minor traffic offense? If Yes, please provide dates and explanation of circumstances.*	<input type="radio"/> Yes <input type="radio"/> No

Reset

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← Click Here



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.

Application for Guardianship Program

Fields marked with asterisk (*) are required.

Entity Information

Address Information

Program's Certified Guardians

Additional Information

Questions

Attestation

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Attestation

You must check the following:

☒

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

Applicant's Name *Gamora Green

← 1. Enter name, press Tab

Date *02/12/2026

← 2. Enter Date, press Tab

3. Press Enter→

Submit Application

<< Back



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.**

WHAT DO YOU WANT TO DO?
View Pending Applications ←Click Here
Renew
New Guardianship Registration
Apply for New Program Registration
Surrender Certificate
Update Program’s Guardian(s)
General Fee Remittance
Pay Invoice(s)
Change Name
Change Password
Existing Guardianship(s)
Update Profile

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



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).

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Application for New Guardianship Program	266665	Review by State

Checklist

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

[Back To Pending Application List](#) [← Click Here](#)



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.

Pending / Incomplete Online Application(s)

Click Here →

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

Hover mouse over the status to see what it means, as shown below.

Your application has been received and is pending review by staff.

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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/>