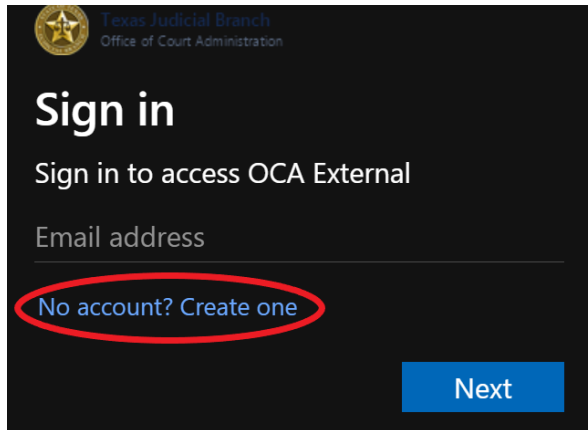


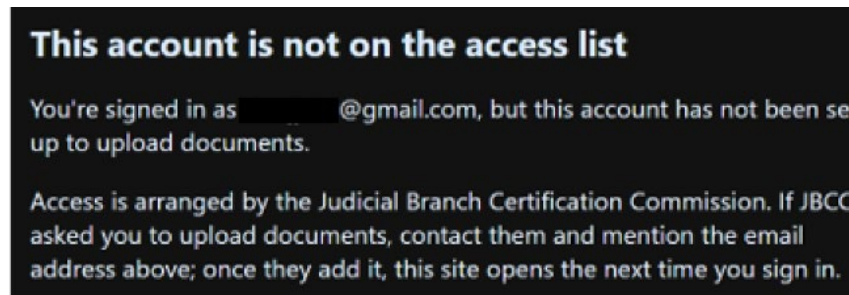
How Applicants Access the Documents Secure Site

1. Go to the [Documents Secure Site](#).
2. Create your account and Sign in. **You only create an account once.**
 - Select the ***No account? Create one*** option



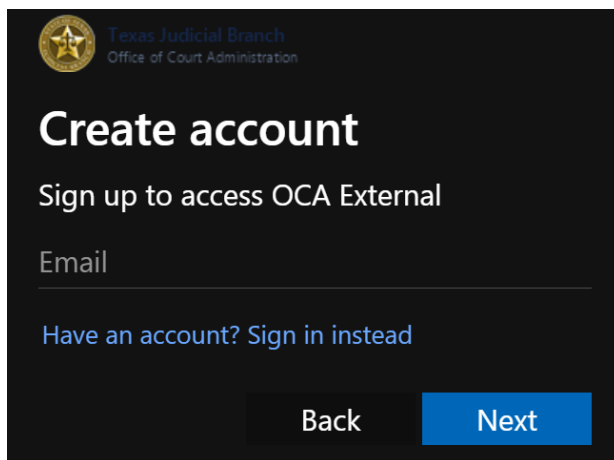
The screenshot shows the 'Sign in' page for the Texas Judicial Branch Office of Court Administration. It features a dark background with a gold star logo in the top left. The text 'Sign in' is prominently displayed, followed by 'Sign in to access OCA External'. Below this is an input field for 'Email address'. A red circle highlights the link 'No account? Create one' in blue text. At the bottom right is a blue 'Next' button.

- Enter the Primary Email address you used to create your profile/submit your application in our online licensing system (ALiS), then click **Next**.
Important Note: You cannot use another email address. If you use an invalid email address, you'll get a message saying the account is not on our list.



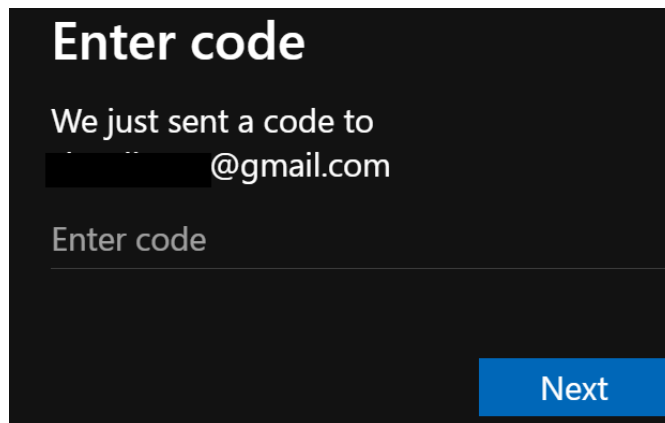
The screenshot shows an error message on a dark background. The title is 'This account is not on the access list'. The text below reads: 'You're signed in as [redacted]@gmail.com, but this account has not been set up to upload documents.' It continues: 'Access is arranged by the Judicial Branch Certification Commission. If JBCC asked you to upload documents, contact them and mention the email address above; once they add it, this site opens the next time you sign in.'

If you enter the correct address, you should see the screen below.

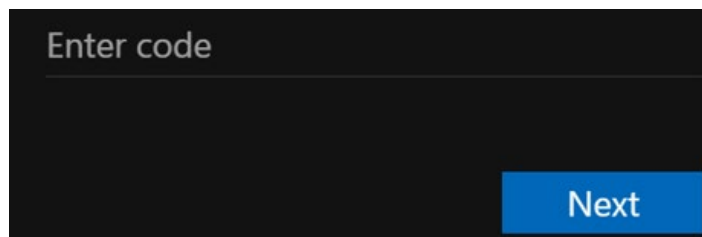


The screenshot shows the 'Create account' page for the Texas Judicial Branch Office of Court Administration. It features a dark background with a gold star logo in the top left. The text 'Create account' is prominently displayed, followed by 'Sign up to access OCA External'. Below this is an input field for 'Email'. At the bottom left is a link 'Have an account? Sign in instead'. At the bottom right are two buttons: 'Back' and 'Next'.

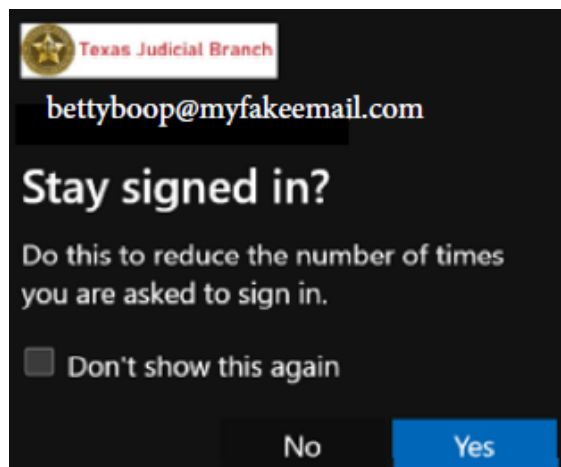
- You'll get a message saying a code was sent to your email address.



- Check your email, including your spam/junk folder. Enter the code in the **Enter Code** field, then click **Next** to access the system.

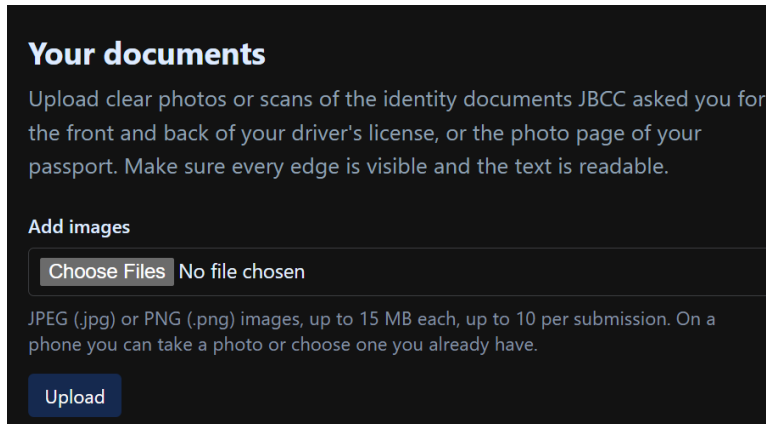


- Select Yes or No for staying signed in.



You will now be in the system and can upload your documents.

- On the “**Your Documents**” page, upload your documentation by clicking **Choose Files** to locate them. Once located, click **Upload**.



Your documents

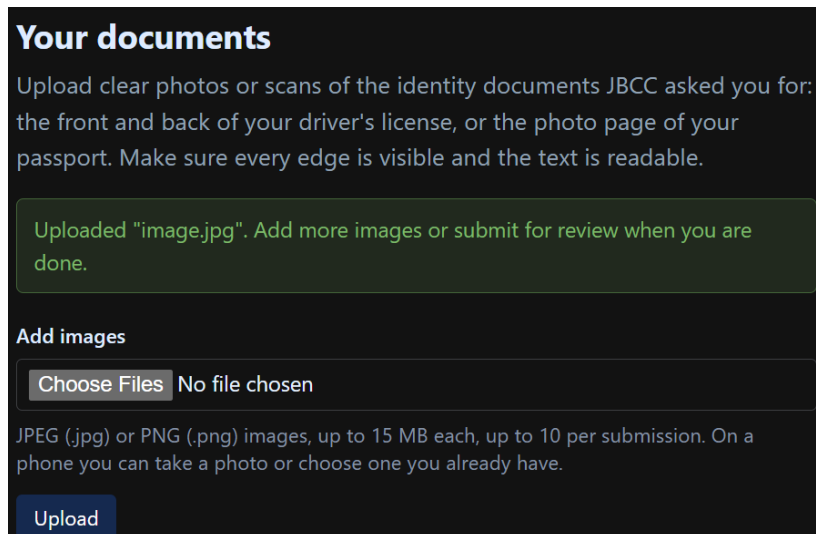
Upload clear photos or scans of the identity documents JBCC asked you for: the front and back of your driver's license, or the photo page of your passport. Make sure every edge is visible and the text is readable.

Add images

No file chosen

JPEG (.jpg) or PNG (.png) images, up to 15 MB each, up to 10 per submission. On a phone you can take a photo or choose one you already have.

- You'll see this screen below if the file was uploaded successfully



Your documents

Upload clear photos or scans of the identity documents JBCC asked you for: the front and back of your driver's license, or the photo page of your passport. Make sure every edge is visible and the text is readable.

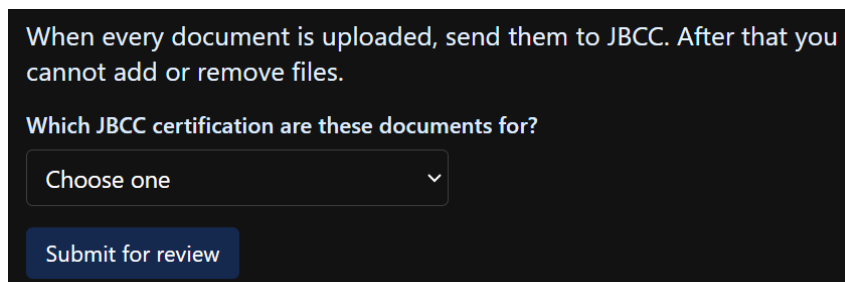
Uploaded "image.jpg". Add more images or submit for review when you are done.

Add images

No file chosen

JPEG (.jpg) or PNG (.png) images, up to 15 MB each, up to 10 per submission. On a phone you can take a photo or choose one you already have.

- Scroll down and select the department your application pertains to (*i.e., select the department that relates to the type of certification, license, or registration you seek*):



When every document is uploaded, send them to JBCC. After that you cannot add or remove files.

Which JBCC certification are these documents for?

▾

Which JBCC certification are these documents for?

Choose one

Choose one
Guardian
Process server
Court interpreter
Court reporter

- Click **Submit for Review**.

Which JBCC certification are these documents for?

Court interpreter

Submit for review

- You will now see that your documents were submitted for review.

Your documents

Upload clear photos or scans of the identity documents JBCC asked you for: the front and back of your driver's license, or the photo page of your passport. Make sure every edge is visible and the text is readable.

Your documents were sent to JBCC for review.

Under review. You sent these images to JBCC on Sep 29, 2026 12:55 PM for the court interpreter certification. If they are not reviewed by Oct 29, 2026 12:23 PM, they are deleted automatically and you will be asked to upload again.

IMAGE	SIZE	STATUS
image.jpg	3.1 MB	Ready

- You can **Sign Out** of the system now.



Texas Judicial Branch
Judicial Branch Certification Commission - Document Upload

iam [redacted] @gmail.com

Sign out

Acceptable document formats currently only include JPG and PNG files.