

HOW TO APPLY FOR
COURT
INTERPRETER
LICENSURE WITH
THE JBCC



TABLE OF CONTENTS

- Court Interpreter Licensure Requirements
- Online System overview *(what you can do in the system)*
- How to Apply for Licensure *(step-by-step instructions)*
- Licensed Court Interpreter Department's Information



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Application for New Licensure.
- 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 name.
- Update your 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.



COURT
INTERPRETER
LICENSURE
REQUIREMENTS



COURT INTERPRETER LICENSURE REQUIREMENTS

The following steps must be completed in the order shown below:

1. **Complete a 6-hour orientation course from our list of approved course providers.**
 - You must complete the course prior to applying for licensure.
 - Contact course providers directly for information such as how to register, when, where, and how much it costs.
 - You must keep a copy of your signed course completion certificate, which is only valid for 2 years.
2. **Submit the Application for Licensure and pay the application fee via our online system.**
 - You must provide your full legal name on the application. No nicknames or preferred names.
 - When paying fees, you must use the name and billing address information of the credit card holder on the credit card payment portion of the application.
 - If the information entered differs from that on file with the credit card company, the payment will not go through, and you will not be able to submit your application.
 - Payments cannot be mailed, nor can information be taken over the phone or via email.
 - You must upload a copy of the orientation course completion certificate to your application for licensure.
 - After you submit your application, an automated confirmation email is immediately sent to you. The email contains the fingerprint instructions you must follow for the background check.



COURT INTERPRETER LICENSURE REQUIREMENTS

The requirements for initial licensure are continued below:

3. Pass a state and national criminal history background check.

- You **must** be fingerprinted using the JBCC service code for the Licensed Court Interpreter department.
- You will receive the service code via the automated email confirmation which is sent to you immediately after submitting your application for certification. You must check your inbox **and** spam folder for this correspondence.
 - Anything that doesn't have "JBCC-Licensed Court Interpreter Program" on it will not be accepted.
- You **must** upload a copy of your fingerprint receipt to your online application for licensure after you've completed the fingerprinting process.
- You **must** email this department at courtinterpreters@txcourts.gov to advise you've uploaded the fingerprint receipt as we are not alerted otherwise. This will help prevent any unnecessary delays with your paperwork.



COURT INTERPRETER LICENSURE REQUIREMENTS

The requirements for initial licensure are continued below:

4. Pass all parts of a Commission-approved exam.

- You **must** submit all required paperwork and supporting documentation prior to registering for the exam.
 - This includes the licensure application, application fee, orientation certificate, and fingerprinting receipt.
- You **must** pass the written exam prior to registering for the oral exam; therefore, you cannot register for the oral exam until after you've received your official written exam results via email from our office. You can register for the written exam by logging into your online profile and clicking *Apply for Exam*.
- The oral exam **must** be passed in one sitting. No exceptions.
- Refer to the [Exams page](#) or our website for additional information on exam registration procedures, exam fees, exam dates and deadlines, etc.



HOW TO COMPLETE
THE APPLICATION
FOR
NEW LICENSED COURT
INTERPRETER



- GO TO THE LICENSED COURT INTERPRETER DEPARTMENT'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

JBCC Online Certification, Registration & Licensing System

Important:






If you get a message saying your data already exists in the online system, **do not create another profile**. If you do not recall your login credentials, please do one of the following:

1. Click the "**Forgot Login/Password**" link and follow the instructions accordingly, or
2. Contact us at courtinterpreters@txcourts.gov so a licensing specialist can assist you.

**ACCESS THE JBCC
CERTIFICATION,
REGISTRATION &
LICENSING SYSTEM**

← **Click Here**

Online System Resources

- [Guide to Using the Online System \(pdf\)](#) 
- [Watch How to Apply for Initial Licensure-Slideshow \(pdf\)](#) 
- [Watch How to Register for the Exam-Slideshow \(pdf\)](#) 
- [Watch How to Apply for Renewal- Slideshow \(pdf\)](#) 
- [Watch How to Apply for CE Approval Online-Slideshow \(pdf\)](#) 



IN THE SYSTEM, CLICK ON THE COURT INTERPRETERS TAB



Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)



Online Certification and Licensing System

USER LOGIN

Login Name
Password

[Forgot Login/Password](#)

Login

Password is case sensitive.

SITE LINKS

To Search for Licensed Court Interpreter : [Click Here](#)

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

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

Guardians

Court Reporters

Process Servers

Court Interpreters

← **Click Here**

Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission

The Licensed Court Interpreters program tests, licenses, and regulates those individuals who provide interpretations in a court room for individuals who do not speak English. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/licensed-court-interpreters/>

Existing Licensee

Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant

To apply for New Certification: [Click Here](#)

Continuing Education Course Provider

If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

We accept:



IN THE **FIRST TIME APPLICANT** SECTION, **CLICK ON THE CLICK HERE** LINK.



**Texas Office of Court Administration
Judicial Branch Certification Commission (JBCC)**



Online Certification and Licensing System

Guardians	Court Reporters	Process Servers	Court Interpreters
------------------	------------------------	------------------------	---------------------------





**Welcome to the online licensing and certification system for Texas
Judicial Branch Certification Commission**

The Licensed Court Interpreters program tests, licenses, and regulates those individuals who provide interpretations in a court room for individuals who do not speak English. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/licensed-court-interpreters/>

Existing Licensee
Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant
To apply for New Certification [Click Here](#) ← **Click Here**

Continuing Education Course Provider
If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

We accept:    

USER LOGIN

Login Name

Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

SITE LINKS

To Search for Licensed Court Interpreter : [Click Here](#)

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

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



FIRST, YOU MUST **CREATE YOUR ONLINE PROFILE.**

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

In the Online Account Information section, you must:

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

Click Register to start the application process.

Initial User Registration - Licensed Court Interpreter

Fields marked with asterisk (*) are required

Personal Information

Must provide full legal name stated on your government issued identification card or driver's license. Preferred or Nicknames are not permissible.

Last Name * First Name * Middle Name
Suffix
DOB *

Individual Mailing Address

Country *
Address * Apt/Unit/etc.
City * State/Province * Zip *
County * Primary Phone # - Ext * Alternate Phone # - Ext
Fax Primary E-mail * Alternate E-mail

Online Account Information

Login Name *
Password * 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.
Re-type Password *

← Click Here



ON THE APPLICATION FOR NEW LICENSED COURT INTERPRETER PAGE, **CLICK NEXT.**

Application for New Licensed Court Interpreter - Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply for?

Application for New Licensed Court Interpreter

Preliminary Question(s)

Which language you would like to interpret?*

Reset

Next [← Click Here](#)



PERSONAL INFORMATION TAB. ENTER ALL REQUIRED INFORMATION ON THIS PAGE.

For **Fee Waiver Criteria**, select:

- * Military Applicant, or
- * Not Applicable (if you're not an eligible military applicant. See requirements below).

Fee Waiver Requirements for Military Applicants (must meet 1 of the 2 below):

1. Hold a current court interpreter license issue by another state with requirements substantially equivalent to Texas, **or**
2. Held a TX court interpreter license within 5 years preceding the date of your application.

Skip the Fingerprint question, as first-time applicants will not have been fingerprinted for the JBCC yet. You'll get fingerprint instructions via automated email after your application is submitted to us. *Check your inbox (and spam folder) for this correspondence.*

Click Next

Personal Information — Address Information — Additional Information — Questions — Attestation

Please review information for accuracy. << Back Next >>

Personal Information

Must provide full legal name stated on your government issued identification card or driver's license. Preferred or Nicknames are not permissible.

Last Name * First Name * Middle Name

Suffix (Jr, Sr, I, II, etc.)

DOB *

Gender

Fee Waiver Criteria *

Background Check information

You must obtain criminal history record by submitting you fingerprint to the Department of Public Safety for Texas and FBI criminal history search. The result of searches will be sent directly to the commission. After your application is submitted, you will receive the form via an automated email. Check your inbox (and spam folder) for this email.

How are you planning to complete the Background check process? * Fingerprint through IdentoGO

If already fingerprinted for JBCC, please tell us the date when you were fingerprinted?

Reset << Back Next >> **← Click Here**



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

Personal Information — **Address Information** — Additional Information — Questions — Attestation

Please review Address Information for accuracy << Back Next >>

Individual Mailing Address Copy From

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Address *	<input type="text" value="1234 MARVEL WAY"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
City *	<input type="text" value="AUSTIN"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
County *	<input type="text" value="TRAVIS"/>	Primary E-mail *	<input type="text" value="COURTINTERPRETERS@"/>	Alternate E-mail	<input type="text" value="COURTINTERPRETERS@"/>
Fax	<input type="text"/>				

Home Address Copy From

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Address *	<input type="text" value="1234 MARVEL WAY"/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
City *	<input type="text" value="AUSTIN"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
County *	<input type="text" value="TRAVIS"/>	Primary E-mail *	<input type="text" value="COURTINTERPRETERS@"/>	Alternate E-mail	<input type="text" value="COURTINTERPRETERS@"/>
Fax	<input type="text"/>				

Business Contact Information Copy From

This information will be publicly available.

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text" value="101"/>
Name/Employer *	<input type="text" value="MCU, Inc."/>	State/Province *	<input type="text" value="TEXAS"/>	Zip *	<input type="text" value="78701"/>
Address *	<input type="text" value="1234 MARVEL UNIVERSE ROW"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>	Alternate Phone # - Ext	<input type="text"/>
City *	<input type="text" value="AUSTIN"/>	Primary E-mail *	<input type="text" value="COURTINTERPRETERS@"/>	Alternate E-mail	<input type="text" value="COURTINTERPRETERS@"/>
County *	<input type="text" value="TRAVIS"/>				
Fax	<input type="text"/>				

<< Back Next >>



ADDITIONAL INFORMATION TAB. TO UPLOAD YOUR ORIENTATION COURSE CERTIFICATE, **CLICK DOCUMENTS (0)** ON SCREEN BELOW TO GET TO THE DOCUMENT UPLOAD PAGE.

Application for New Licensed Court Interpreter

Fields marked with asterisk (*) are required.

Personal Information — Address Information — **Additional Information** — Questions — Attestation

[<< Back](#) [Next >>](#)

Mandatory Required Document(S)

You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Orientation course completion certification.	Documents (0)

[Reset](#) [<< Back](#) [Next >>](#) **← Click Here**



FOLLOW THE INSTRUCTIONS ON THE DOCUMENT UPLOAD PAGE TO UPLOAD THE COURSE CERTIFICATE FROM YOUR DEVICE TO YOUR ONLINE APPLICATION. **CLICK ADD.**

Welcome BLUE BEETLE
Fields marked with asterisk (*) are required.

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.
4. Please confirm all documents are correct before uploading them. Any document uploaded here cannot be deleted.
5. Uploaded files must only be in PDF, DOC, JPG,JPEG, PNG, or EXCEL format.

Attach Document(s) Add ← Click Here

Please click 'Add' to add a new row.

Close Upload



FOLLOW THE INSTRUCTIONS ON THE DOCUMENT UPLOAD PAGE TO UPLOAD THE COURSE CERTIFICATE FROM YOUR DEVICE TO YOUR ONLINE APPLICATION. **CLICK CHOOSE FILE OR BROWSE**

Welcome [REDACTED]

Fields marked with asterisk (*) are required.

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.
4. Uploaded files must only be in PDF, DOC, JPG, JPEG, PNG, or EXCEL format.

Attach Document(s) Add

Please click 'Add' to add a new row.

Document	Comments	Delete
<input type="button" value="Choose File"/> No file chosen		Delete

Click Here →



FOLLOW THE INSTRUCTIONS ON THE DOCUMENT UPLOAD PAGE TO UPLOAD THE COURSE CERTIFICATE FROM YOUR DEVICE TO YOUR ONLINE APPLICATION. **CLICK UPLOAD**

Welcome **BAMBI DOE**
Fields marked with asterisk (*) are required.

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

Attach Document(s) Add

Please click 'Add' to add a new row.

Document	Comments	Delete
<input type="button" value="Choose File"/> Sample of COA-NonCRC.pdf	Orientation course certificate	Delete

← Click Here



WHEN YOUR CERTIFICATE IS UPLOADED, YOU'LL KNOW IT'S UPLOADED WHEN THE DOCUMENTS (0) CHANGES TO DOCUMENTS (1) AS SHOWN ON THE SCREEN BELOW. **CLICK NEXT.**

Application for New Licensed Court Interpreter

Fields marked with asterisk (*) are required.

Personal Information — Address Information — **Additional Information** — Questions — Attestation

[<< Back](#) [Next >>](#)

Mandatory Required Document(S)

You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Orientation course completion certification.	Documents (1)

[<< Back](#) [Next >>](#) **← Click Here**

[Reset](#)



ON THE QUESTIONS TAB OF THE APPLICATION (AS SHOWN BELOW). ANSWER ALL QUESTIONS ON THIS PAGE, THEN CLICK NEXT.

Application for New Licensed Court Interpreter

Fields marked with asterisk (*) are required

Personal Information — Address Information — Additional Information — **Questions** — Attestation

<< Back Next >>

Questions

#	Question	Response
1	Have you ever had a license, certification or registration suspended, revoked or denied in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Has your authority to be a court interpreter ever been terminated, vacated, or sanctioned in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	For any felony or any misdemeanor offense, have you ever: (a) been found guilty (b) entered plea of guilty in return for a grant of deferred adjudication (c) entered a plea of guilty or no contest (nolo contendere), or (d) entered a plea of no contest (nolo contendere) in return for a grant of deferred adjudication.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	I am applying for Licensure by Endorsement.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	I am a military service member, spouse, or veteran. (If yes, please indicate which in the field below).	<input type="radio"/> Yes <input checked="" type="radio"/> No

NOTE: If you do not meet the criteria in either of the first two sub questions below, you **must** go back and change the Fee Waiver Criteria from "Military Applicant" to "Not Applicable" as you will be required to pay the application for certification fee.*

<< Back Next >> ← Click Here

Reset



ATTESTATION TAB. READ THE ENTIRE PAGE, THEN 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 New Licensed Court Interpreter

Fields marked with asterisk (*) are required

Personal Information — Address Information — Additional Information — Questions — **Attestation**

<< Back

Attestation

You must check the following:

- As part of the application process, I understand and agree that:
 - My criminal history record information will be obtained by fingerprint search.
 - I must follow the approved procedures for having fingerprints taken by an approved vendor.
 - I must pay the costs of having my fingerprints taken and the fees for the reports.
 - My criminal history record information will be sent directly to the Judicial Branch Certification Commission by the Texas Department of Public Safety.
 - My criminal history record information will include information obtained through the Texas Department of Public Safety and the Federal Bureau of Investigation.
 - I will provide, if requested to do so by the Judicial Branch Certification Commission, additional documents, records and information relating to my criminal history record information.
 - I am responsible for reading the JBCC Rules, adopted by the Supreme Court of Texas and available on the JBCC's website, regarding the consequences of criminal history.
 - My application must be complete before it will be considered by the JBCC. A complete application consists of the completed application form, criminal history record information obtained no more than 90 days before the application date, and payment of the appropriate fees.
 - I acknowledge that, under the rules, all requirements for initial licensure, including passing the exam, must be satisfied within one year of the date of application.
 - I acknowledge it is my responsibility to read, understand, and abide by the Rules and other applicable standards or codes, which are available from the JBCC's website.
 - I acknowledge that the fees submitted with this application are non-refundable.
 - If my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information.
 - Submitting false information or omitting any required disclosures may result in denial of my application.
- I declare under penalty of perjury that the information provided in this application is true and correct.

1. Enter name, press Tab → Applicant's Name * Date * ← 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



ENTER YOUR NAME AND THE **BILLING ADDRESS CURRENTLY ON FILE WITH THE CREDIT CARD COMPANY** OF THE CARDHOLDER. SCROLL TO THE BOTTOM AND **CLICK NEXT**.

The screenshot shows a payment process flow with four steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The 'Payment' step is currently active. Below the flow, there is a 'Payment' section with a 'Payment Type' dropdown set to 'Credit Card'. To the right, a 'Transaction Summary' box shows a fee for 'Application for Renewal of Process Server Certification' for \$204.75, with a 'Texas.gov Price' of \$204.76. Below this is a 'Need Help?' section with the text 'Please complete the Customer Information Section'. At the bottom, the 'Customer Information' section is partially visible, showing a 'Country' dropdown set to 'United States'.

The screenshot shows a customer information form with the following fields: 'First Name *' (Blue), 'Last Name *' (Beetle), 'Address *' (1234 Marvel Way), 'Address 2' (empty), 'City *' (Austin), 'State *' (TX - Texas), 'ZIP/Postal Code *' (78701), 'Phone Number *' (5125555555), and 'Email *' (COURTINTERPRETERS@TXCOURTS.). Each field has a green checkmark indicating it is valid. To the right, a 'Transaction Summary' box shows a fee for 'Application for New Licensed Court Interpreter' for \$204.76, with a 'Texas.gov Price' of \$204.76. Below this is a 'Need Help?' section with the text 'Please complete the Customer Information Section'.



ENTER YOUR NAME AND THE BILLING ADDRESS CURRENTLY ON FILE WITH THE CREDIT CARD COMPANY OF THE CARDHOLDER. SCROLL TO THE BOTTOM AND **CLICK NEXT**.

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓ [Edit](#)

Address
Blue Beetle
1234 Marvel Way
Austin, TX 78701

Phone Number
5125555555

Country
United States

Email Address
COURTINTERPRETERS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information ✓ [Edit](#)

Credit Card
Visa [REDACTED]
Exp [REDACTED]

Name on Credit Card
Blue Beetle

Payment Information

Complete all required fields [*]

Credit Card Number *

Credit Card Type
VISA DISCOVER AMEX

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Payment Address is the same as Customer Information *

[Next >](#) **← Click Here**

[Cancel](#)

Transaction Summary

Fee(Application for New Licensed Court Interpreter) \$204.76

Texas.gov Price \$204.76

Need Help?

Please enter the address currently on file with your credit card company below



CHECK THE **I'M NOT A ROBOT** BOX, FOLLOW ANY INSTRUCTIONS THAT POP UP, THEN **CLICK SUBMIT PAYMENT**.

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

[Edit](#)

Address
Blue Beetle
1234 Marvel Way
Austin, TX 78701


Phone Number
5125555555

Country
United States

Email Address
COURTINTERPRETERS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information ✓



Country: United States

Email Address: PROCESSSERVERS@TXCOURTS.GOV


Receipt Email Addresses

Payment Information ✓ [Edit](#)

Credit Card: Visa ****8781
Exp. 03/2023

Name on Credit Card: Creatha Waters


Verification

I'm not a robot  ← Check Here

[Cancel](#) [Submit Payment](#) ← Click Here

Transaction Summary

Fee/Application for Renewal of Process (Server Certification) \$204.76

Texas.gov Price  \$204.76

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.



YOU'LL SEE THE MESSAGE BELOW AS YOUR PAYMENT IS BEING PROCESSED.

The screenshot shows a payment processing interface with a modal dialog box in the center. The modal contains an orange exclamation mark icon, the text "Please wait", and instructions: "Your payment is being processed. Please do not close your tab or window, and please do not use your browser's Back button." There are two small orange circles at the bottom right of the modal. The background page is dimmed and shows the following sections:

- Country:** United States
- Email Address:** PROCESSSERVERS@TXCOURTS.GOV
- Receipt Email Addresses:** (empty field)
- Payment Information:** (empty field)
- Credit Card:** Visa ****6781, Exp. 03/2023
- Verification:** I'm not a robot (checked)
- Transaction Summary:**

Fee(Application for Renewal of Process Server Certification)	\$204.76
Texas.gov Price	\$204.76
- Need Help?:** Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.
- Cancel** button



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

Application for New Licensed Court Interpreter 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 Licensed Court Interpreter** has been submitted. Your online transaction number is **266422**. 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 payment receipt: [Click Here](#)

To View/Print application summary: [Click Here](#)

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Finger Print Receipt	Documents (0)	Pending
2	All	Mandatory Required Document(s)	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

Click Here →

Return to Home

Logout



CLICK VIEW PENDING ONLINE APPLICATION(S) ON YOUR HOME PAGE MENU. YOU'LL BE ABLE TO SEE THE APPLICATION YOU JUST SUBMITTED. **THIS IS HOW YOU CONFIRM RECEIPT. THIS IS WHERE YOU'LL BE ABLE TO TRACK THE APPLICATION STATUS.** IN THE CURRENT STEP COLUMN, THE STATUS REVIEW BY STATE WILL BE REFLECTED. THE STATUS REMAIN 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.**

Contact Information
 Name: BLUE BEETLE
 1234 MARVEL WAY,
 AUSTIN, TX 78701
 Phone #: 512-555-5555
 Email: COURTINTERPRETERS@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

- View Pending Online Application(s) ← **Click Here**
- Renew
- Apply for Exam
- Apply for New Certification
- Print Receipt
- General Fee Remittance
- Pay Invoice(s)
- Change of Endorsement
- CE Approval Request
- Track CE
- Change Name
- Change Password
- 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 Licensed Court Interpreter	Online	266422	06/24/2024	Review by State	Application Summary	View Details	Withdraw	Received by State



IF YOU WANT TO VERIFY THE CERTIFICATE YOU UPLOADED WAS ATTACHED, **GO TO THE VIEW PENDING ONLINE APPLICATION(S) PAGE. CLICK ON THE VIEW DETAILS LINK.**

Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Licensed Court Interpreter	Online	266422	06/24/2024	Review by State	Application Summary	View Details ← Click Here	Withdraw	Received by State



UNDER THE **CHECKLIST**, CLICK **MANDATORY REQUIRED DOCUMENT(S)**.

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Application for New Licensed Court Interpreter	266422	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Finger Print Receipt	Click Here → Documents (0)	Pending
2	All	Mandatory Required Document(s) ← Click Here	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

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)

[Return To Home](#) ← Click Here

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Licensed Court Interpreter	Online	266422	06/24/2024	Review by State	Application Summary	View Details	Withdraw	Received by State ← Hover Mouse Over Status

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



LICENSED COURT
INTERPRETER
DEPARTMENT'S
INFORMATION

Phone:
512-475-4368, Ext. 4

Email:
courtinterpreters@txcourts.gov

Website:
<https://www.txcourts.gov/jbcc/licensed-court-interpreters/>