

HOW TO APPLY FOR
PROCESS SERVER
CERTIFICATION
WITH THE JBCC



TABLE OF CONTENTS

- Process Server Certification Requirements
- Online System overview *(what you can do in the system)*
- How to Apply for Certification *(step-by-step instructions)*
- Process Server Certification Department's Information



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Application for New Certification.
- 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.



PROCESS SERVER
CERTIFICATION
REQUIREMENTS



PROCESS SERVER CERTIFICATION REQUIREMENTS

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

1. **Complete a 7-hour civil process service orientation course from our list of approved course providers.**
 - The course must be completed within a year of applying for certification.
 - 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.
2. **Submit the Application for Certification 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 certification.
 - After you submit your application, an automated email is immediately sent to you. The email contains the fingerprint instructions you must complete for the background check. Check your inbox and spam folder for this email.



PROCESS SERVER CERTIFICATION REQUIREMENTS

The requirements for initial certification are continued below:

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

- You **must** be fingerprinted using the JBCC service code for the Process Server Certification department.
- You will receive the service code via the automated email confirmation 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-Process Server Certification Program" on it will not be accepted.
- You **must** upload a copy of your fingerprint receipt to your online application for certification after you've completed the fingerprinting process.
- You **must** email this department at processservers@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.



HOW TO COMPLETE
THE APPLICATION
FOR
NEW PROCESS SERVER
CERTIFICATION



- GO TO THE PROCESS SERVER CERTIFICATION 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 processservers@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 Renewal- Slideshow \(pdf\)](#) 
- [Watch How to Apply for Initial Certification- Slideshow \(pdf\)](#) 
- [Watch How to Apply for CE Approval Online-Slideshow \(pdf\)](#) 



IN THE SYSTEM, **CLICK ON THE PROCESS SERVERS TAB**



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



Online Certification and Licensing System

GuardiansCourt ReportersProcess ServersCourt Interpreters

USER LOGIN

Login Name

Password

[Forgot Login/Password](#) Login

Password is case sensitive.

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

The Process Server Certification program certifies process servers and improves the standards for persons authorized to serve process statewide. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/process-server-certification>

Existing Certification

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](#)

SITE LINKS

To Search for Certified Process Server: [Click Here](#)

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

For any questions please contact us



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

Online Certification and Licensing System

GuardiansCourt Reporters**Process Servers**Court Interpreters

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

The Process Server Certification program certifies process servers and improves the standards for persons authorized to serve process statewide. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/process-server-certification>

Existing Certification
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 Certified Process Server: [Click Here](#)

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

For any questions please contact us at processservers@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 - Process Server Certification

Fields marked with asterisk (*) are required

Personal Information

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 *

Reset Register **← Click Here** Back



ON THE APPLICATION FOR NEW PROCESS SERVER CERTIFICATION PAGE, CLICK **NEXT**.

Application for New Process Server Certification - Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply?

Application for New Process Server Certification

Certifications *

<input checked="" type="radio"/> PROCESS SERVER	Endorsement	N/A
---	-------------	-----

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 a military applicant*).

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**

Application for New Process Server Certification

Fields marked with asterisk (*) are required.

Requested Certification(s) : PROCESS SERVER

Personal Information | Address Information | Additional Information | Questions | Attestation

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

Personal Information

Last Name * DOE First Name * BAMBI Middle Name
Suffix DOB * 01/01/1970
Gender
Fee Waiver Criteria *

Background Check information

You must obtain criminal history record by submitting your 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 IdentsGO

If already fingerprinted, please tell us the date when you were finger printed?

Reset << Back Next >> ← Click Here



ADDRESS INFORMATION TAB COMPLETE ALL FIELDS WITH A RED ASTERISK, THEN CLICK NEXT ON THE SCREEN BELOW:

Requested Certification(s) : PROCESS SERVER

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

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

Individual Mailing Address Copy From [v]

Country *	United States [v]			Apt/Unit/etc.	[]
Address *	1234 DISNEY DRIVE			Zip *	78701
City *	AUSTIN	State/Province *	TEXAS [v]	Alternate Phone # - Ext	[] []
County *	TRAVIS [v]	Primary Phone # - Ext *	512-555-5555 [] []	Alternate E-mail	[]
Fax	[]	Primary E-mail *	PROCESSSERVERS@TXI		

Home Address Copy From [v]

Country *	United States [v]			Apt/Unit/etc.	[]
Address *	1234 DISNEY DRIVE			Zip *	78701
City *	AUSTIN	State/Province *	TEXAS [v]	Alternate Phone # - Ext	[] []
County *	TRAVIS [v]	Primary Phone # - Ext *	512-555-5555 [] []	Alternate E-mail	[]
Fax	[]	Primary E-mail	PROCESSSERVERS@TXI		

Business Contact Information Copy From [v]

This information will be publicly available.

Country *	United States [v]			Apt/Unit/etc.	[]
Name/Employer *	Bambi Doe			Zip *	78701
Address *	1234 DISNEY DRIVE			Alternate Phone # - Ext	[] []
City *	AUSTIN	State/Province *	TEXAS [v]	Alternate E-mail	[]
County *	TRAVIS [v]	Primary Phone # - Ext *	512-555-5555 [] []		
Fax	[]	Primary E-mail *	PROCESSSERVERS@TXI		

Reset << Back Next >> ← Click Here



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 Process Server Certification

Fields marked with asterisk (*) are required.

Requested Certification(s) : PROCESS SERVER

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	Civil process service educational course completion certificate.	Documents (0)

<< Back Next >>

[Reset](#)

← 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 **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.	

Close **Upload**

← Click Here



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 **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"/> 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	<input type="button" value="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 Process Server Certification

Fields marked with asterisk (*) are required.

Requested Certification(s) : PROCESS SERVER

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	Civil process service educational course completion certificate.	Documents (1)

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

[Reset](#)

← Click Here



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

Personal Information | Address Information | Additional Information | **Questions** | Attestation

<< Back Next >>

Questions

#	Question	Response
1	Have you ever had a professional license, certification, or registration of any kind which was denied, suspended, or revoked 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 serve process 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	Have you ever been relieved of responsibilities as a process server by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	For any felony 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
5	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
6	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.

Requested Certification(s) : PROCESS SERVER

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 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 with 30 days of the change.
 - 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.

Name * Date * 

Submit Application << Back



HIT 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 (PROCESS SERVER)	\$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, the 'Payment' section shows 'Payment Type' as 'Credit Card' with a green checkmark. The 'Transaction Summary' section displays 'Fee(Application for Renewal of Process Server Certification)' for '\$204.76' and 'Texas.gov Price' for '\$204.76'. A 'Need Help?' section prompts the user to 'Please complete the Customer Information Section'. The 'Customer Information' section is partially visible, showing a 'Country' dropdown menu set to 'United States'.

The screenshot shows the 'Customer Information' form. Fields include: 'First Name' (CRETHA), 'Last Name' (WATERS WATERS), 'Address' (120 MY FAKE STREET), 'Address 2' (empty), 'City' (AUSTIN), 'State' (TX - Texas), 'ZIP/Postal Code' (78701), 'Phone Number' (512-555-5555), 'Email' (PROCESSSERVERS@TXCOURTS.GOV), and 'Receipt Email Addresses' (empty). A 'Transaction Summary' box on the right shows 'Fee(Application for Renewal of Process Server Certification)' for '\$204.76' and 'Texas.gov Price' for '\$204.76'. Below it, a 'Need Help?' section prompts the user to '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.

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 are sections for 'Payment', 'Credit Card', 'Customer Information', and 'Payment Information'. The 'Customer Information' section is expanded, showing the following details:

Address	Phone Number
CRETHA WATERS WATERS 120 MY FAKE STREET AUSTIN, TX 78701	512-555-5555
Country	Email Address
United States	PROCESSSERVERS@TXCOURTS.GOV
	Receipt Email Addresses

To the right of the main form is a 'Transaction Summary' box showing a fee of \$204.76 for 'Application for Renewal of Process Server Certification' and a 'Texas.gov Price' of \$204.76. Below this is a 'Need Help?' section with instructions to complete billing information.

This screenshot shows the 'Payment Information' form. It includes the following fields:

- Credit Card Number ***: A text input field.
- Credit Card Type**: A dropdown menu with icons for American Express, VISA, DISCOVER, and MASTERCARD.
- Expiration Month ***: A dropdown menu with the text 'Select a Month'.
- Expiration Year ***: A dropdown menu with the text 'Select a Year'.
- Security Code ***: A text input field with a blue eye icon for toggling visibility.
- Name on Credit Card ***: A text input field.

At the bottom right of the form is a green 'Next >' button. At the bottom left is a grey 'Cancel' button. A 'Transaction Summary' and 'Need Help?' section are visible on the right side of the page.



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

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 are sections for 'Payment Type' (Credit Card), 'Customer Information', and 'Payment Information', each with a green checkmark. To the right, a 'Transaction Summary' box shows a fee of \$204.76 and a Texas.gov Price of \$204.76. Below that is a 'Need Help?' section with instructions to review payment information and select 'Make Payment'.

This screenshot shows the verification stage of the payment process. It includes fields for 'Country' (United States), 'Email Address' (PROCESSSERVERS@TXCOURTS.GOV), and 'Receipt Email Addresses'. There is a 'Payment Information' section with a green checkmark and an 'Edit' button. Below that is the 'Credit Card' section with details for a Visa card. A 'Verification' section contains an 'I'm not a robot' checkbox and a reCAPTCHA logo. At the bottom, there are 'Cancel' and 'Submit Payment' buttons. A yellow callout box with a black arrow points to the 'Submit Payment' button, with the text 'Click Here'.



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

The screenshot shows a payment processing interface with a modal overlay. The modal contains the following text:

Please wait

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.

The background page includes the following sections:

- Country:** United States
- Email Address:** PROCESSSERVERS@TXCOURTS.GOV
- Receipt Email Addresses:** [Redacted]
- Transaction Summary:**
 - Fee (Application for Renewal of Process Server Certification): \$204.76
 - Texas.gov Price: \$204.76
- Payment Information:** [Redacted]
- Credit Card:** Visa ****6781, Exp. 03/2023
- Verification:** I'm not a robot (checked)
- Buttons:** Cancel
- 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.



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 Process Server Certification 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 Process Server Certification** has been submitted. Your online transaction number is **265921** . 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

[Return to Home](#) [Logout](#) [← Click Here](#)



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.**

Home

Contact Information

Name: BAMBI DOE
 1234 DISNEY DRIVE,
 AUSTIN, TX 78701
 Phone #: 512-555-5555
 Email: PROCESSSERVERS@TXCOURTS.GOV

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for **Process Server Certification** program.
 To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

License Information:

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date
PROCESS SERVER		N/A	None	Pending	

For questions please email: processservers@tcourts.gov. We are closed on State Holidays.

WHAT DO YOU WANT TO DO?

- [View Pending Online Application\(s\)](#)
- [Renew](#)
- [Apply for New Certification](#)
- [Print Receipt](#)
- [General Fee Remittance](#)
- [Pay Invoice\(s\)](#)
- [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 for New Process Server Certification	Online	265921	01/15/2021	Review by State	Application Summary	View Details	Withdraw

Althert Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 Althert, Inc.
 For any questions please contact: Process Server Certification (processservers@tcourts.gov)



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)

[Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action
Application for New Process Server Certification	Online	265921	01/15/2021	Review by State	Application Summary	View Details ← Click Here	Withdraw



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

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Application for New Process Server Certification	265921	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Finger Print Receipt	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](#)



ON THIS PAGE, CLICK RETURN TO HOME. THEN CLICK LOGOUT TO EXIT THE SYSTEM.

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 for New Process Server Certification	Online	265921	01/15/2021	Review by State	Application Summary	View Details	Withdraw





PROCESS SERVER
CERTIFICATION
DEPARTMENT

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