

HOW TO APPLY FOR
(PROFESSIONAL)
GUARDIAN
CERTIFICATION
WITH THE JBCC



TABLE OF CONTENTS

- (Professional) Guardian Certification Requirements
- Online System overview *(what you can do in the system)*
- How to Apply for Certification *(step-by-step instructions)*
- Guardian 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.



(PROFESSIONAL)
GUARDIAN
CERTIFICATION
REQUIREMENTS



FULL GUARDIAN CERTIFICATION REQUIREMENTS

You must meet all requirements established below to obtain a full certification. Refer to [our website](#) for more information.

1. Satisfy requirements in section 3.0 and 7.2 of the JBCC Rules.
2. Be at least 21 years of age.
3. Be a high school graduate or possess the GED equivalent.
4. Complete the Texas Guardianship Training Module located on the Register A Guardianship website.
5. Meet 1 of the 3 requirements below:
 - Have two years of relevant work experience related to guardianship, **or**
 - Have a minimum of a bachelor's degree in a field related to guardians (i.e., nursing, social work, psychology, etc.) or completion of a JBCC approved course curriculum or training (i.e., the HHSC curriculum for their employees or the Baylor University guardianship curriculum for any guardian certification applicants), **or**
 - Have one year of work experience related to guardianship and completion of a JBCC approved course curriculum or training (i.e., the HHSC curriculum for their employees or the Baylor University guardianship curriculum for any guardian certification applicants).
6. Pass the JBCC guardian certification written exam.
7. Meet all attestation requirements established in section 7.2(b)(6-7) of the JBCC Rules.



FULL GUARDIAN CERTIFICATION REQUIREMENTS

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

1. **Complete the Guardianship Training Module from our website.**
 - 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 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.



FULL GUARDIAN CERTIFICATION REQUIREMENTS

3. Pass the JBCC guardian certification written exam.
4. Pass a state and national criminal history background check.
 - You **must** be fingerprinted using the JBCC service code for the Guardianship 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-Guardianship 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 guardians@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.
5. **Those going from a provisional certification to a full certification** must also upload copies of their CE certificate(s) for the JBCC approved CE they're required to complete during their 2-year certification period.



PROVISIONAL GUARDIAN CERTIFICATION REQUIREMENTS

You must meet all requirements established below to obtain a provisional certification. Refer to [our website](#) for more information.

1. Satisfy requirements in section 3.0 and 7.2 of the JBCC Rules.
2. Be at least 21 years of age.
3. Be a high school graduate or possess the GED equivalent.
4. Complete the Texas Guardianship Training Module located on the Register A Guardianship website.
5. Meet all attestation requirements established in section 7.2(b)(6-7) of the JBCC Rules.



PROVISIONAL GUARDIAN CERTIFICATION REQUIREMENTS

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

1. 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.
 - 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.



PROVISIONAL GUARDIAN CERTIFICATION REQUIREMENTS

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

- You **must** be fingerprinted using the JBCC service code for the Guardianship 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-Guardianship 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 guardians@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 APPLY FOR GUARDIAN CERTIFICATION



- GO TO THE GUARDIAN CERTIFICATION DEPARTMENT'S HOME PAGE.
- *NOTE: YOU'LL SEE THE PDF GUIDE TO USING THE ONLINE SYSTEM, AND SOME 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 guardians@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 Guardianship Certification \(pdf\)](#) 
- [Watch How to Register for the Guardianship Certification Exam \(pdf\)](#) 
- [Watch How to Apply for Renewal- Slideshow \(pdf\)](#) 
- [Watch How to Apply for CE Approval Online-Slideshow \(pdf\)](#) 



IN THE ONLINE SYSTEM, CLICK ON THE GUARDIANS TAB

Online Certification and Licensing System

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Password is case sensitive.

Guardians | Court Reporters | Process Servers | Court Interpreters

Mandatory Guardianship Registration

Who Should Register?

- Court-Appointed Family Member/Friend Guardian
- Proposed Guardian Seeking Appointment
- Attorney Representing a Guardian
- There is not a fee for Guardianship Registration. If you are asked to pay a fee, please be advised that is not the correct application and you must withdraw it.

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

Professional Certified Guardians

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

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.](#)

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](#)



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

Online Certification and Licensing System

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Password is case sensitive.

GuardiansCourt ReportersProcess ServersCourt Interpreters

Mandatory Guardianship Registration

Who Should Register?

- Court-Appointed Family Member/Friend Guardian
- Proposed Guardian Seeking Appointment
- Attorney Representing a Guardian
- There is not a fee for Guardianship Registration. If you are asked to pay a fee, please be advised that is not the correct application and you must withdraw it.

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

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](#)

Professional Certified Guardians

Become a Certified Guardian: [click here.](#) ← **Click Here**

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.](#)



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

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

The screenshot shows the 'Initial User Registration - Guardians' form. At the top left is the Texas State Seal, and at the top right is the ALiS logo. The title 'Texas Office of Court Administration Judicial Branch Certification Commission (JBCC)' is centered. Below the title is a dark blue header with the text 'Initial User Registration - Guardians'. A note states 'Fields marked with asterisk (*) are required.' The form is divided into three sections: 'Personal Information', 'Individual Mailing Address', and 'Online Account Information'. The 'Personal Information' section includes fields for Last Name (*), First Name (*), Middle Name, Suffix, and DOB (*). The 'Individual Mailing Address' section includes fields for Country (*), Address (*), City (*), State/Province (*), Zip (*), County (*), Primary Phone # - Ext (*), Fax, Primary E-mail (*), and Alternate Phone # - Ext. The 'Online Account Information' section includes fields for Login Name (*), Password (*), and Re-type Password (*). A password requirement note is provided: '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.' At the bottom, there are three buttons: 'Reset', 'Register', and 'Back'. The 'Register' button is highlighted in yellow, and a yellow box with the text 'Click Here' and a left-pointing arrow is overlaid on it.

Initial User Registration - Guardians

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 * Wolverine First Name * Logan Middle Name
Suffix
DOB * 01/01/1970

Individual Mailing Address

Country * United States
Address * 123 Xavier Cove Apt/Unit/etc.
City * San Antonio State/Province * TEXAS Zip * 78232
County * BEXAR Primary Phone # - Ext * 210-555-5555 Alternate Phone # - Ext
Fax Primary E-mail * guardians@txcourts.gov Alternate E-mail

Online Account Information

Login Name * Thewolverine
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



PRELIMINARY STEP PAGE, SELECT YOUR CERTIFICATION TYPE: **CERTIFIED GUARDIAN** (I.E., FULLY CERTIFIED), OR **PROVISIONAL GUARDIAN**, THEN **CLICK NEXT**:

Welcome LOGAN WOLVERINE | Home | Logout

Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply for?

Application for New Guardian Certification (First Time Applicant)

Certifications *

Please review all endorsements before submitting, if applicable.

<input type="radio"/> CERTIFIED GUARDIAN	Endorsement	N/A
<input type="radio"/> PROVISIONAL GUARDIAN	Endorsement *	<input type="checkbox"/> PROVISIONAL CERTIFICATION

[Reset](#) [Next](#) ← **Click Here**

Select →
one of
these 2
options.



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

For **Fee Waiver Criteria**, select:

- Military Applicant, or
- HHSC Applicant, or
- Not Applicable (if you're not an eligible military applicant nor are you employed by HHSC. See requirements below).

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

1. Hold a current professional guardianship certification issued by another state with requirements substantially equivalent to Texas, or
2. Held a TX professional guardianship certification 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**

Requested Certification(s) : CERTIFIED GUARDIAN

Personal Information — Address Information — Education Detail — 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 * WOLVERINE First Name * LOGAN Middle Name

Suffix

DOB * 01/01/1970

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 >>



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

Requested Certification(s) : CERTIFIED GUARDIAN

Personal Information — **Address Information** — Education Detail — 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="123 XAVIER COVE"/>			Zip *	<input type="text" value="78232"/>
City *	<input type="text" value="SAN ANTONIO"/>	State/Province *	<input type="text" value="TEXAS"/>		
County *	<input type="text" value="BEXAR"/>	Primary Phone # - Ext *	<input type="text" value="210-555-5555"/>	Alternate Phone # - Ext	
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="GUARDIANS@TXCOURT!"/>	Alternate E-mail	

Home Address Copy From

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Address *	<input type="text" value="123 XAVIER COVE"/>			Zip *	<input type="text" value="78232"/>
City *	<input type="text" value="SAN ANTONIO"/>	State/Province *	<input type="text" value="TEXAS"/>		
County *	<input type="text" value="BEXAR"/>	Primary Phone # - Ext *	<input type="text" value="210-555-5555"/>	Alternate Phone # - Ext	
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="GUARDIANS@TXCOURT!"/>	Alternate E-mail	

Business Contact Information Copy From

This information will be publicly available.

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Name/Employer *	<input type="text" value="Xavier's School for the Gifted"/>			Zip *	<input type="text" value="78232"/>
Address *	<input type="text" value="123 XAVIER COVE"/>			Alternate Phone # - Ext	
City *	<input type="text" value="SAN ANTONIO"/>	State/Province *	<input type="text" value="TEXAS"/>	Alternate E-mail	
County *	<input type="text" value="BEXAR"/>	Primary Phone # - Ext *	<input type="text" value="210-555-5555"/>		
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="GUARDIANS@TXCOURT!"/>		

Reset << Back Next >> ← Click Here

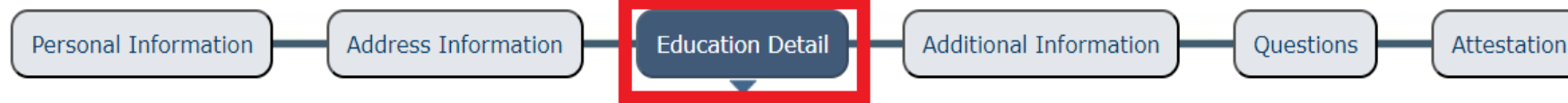


EDUCATION DETAIL TAB. ENTER YOUR EDUCATION AND EMPLOYMENT INFORMATION ON THIS PAGE. CLICK ADD TO ENTER YOUR INFORMATION.

Application for New Guardian Certification (First Time Applicant)

Fields marked with asterisk (*) are required.

Requested Certification(s) : CERTIFIED GUARDIAN



<< Back Next >>

Academic Education Detail

Add

← Click Here

You Must Have A High School Diploma Or Ged Equivalent. Your High School or GED school will show under the "University/College Name" column below.
Please Click On Add Link To Enter Academic Education Detail.

Employment Details

Add

← Click Here

To add a new employment detail, click on 'Add' link.

Reset

<< Back Next >>

← Click Here



ACADEMIC EDUCATION DETAIL SECTION. ENTER YOUR INFORMATION, THEN CLICK SAVE.

- Transcript name: Enter your name as it appears on your official transcript(s).
- Education Institute Name: Enter the full name of the school you graduated from (i.e., HS or College).
- Degree Awarded: Diploma, GED, Bachelors, Masters, etc.
- City: The city of the school you graduated from.
- Major: Enter your college major.
- Country: The country of the school you graduated from.
- Completed On: The month and year when you graduated.
- State: The state of the school you graduated from.
- Comments: (Optional)

Academic Education Detail

Education Detail

The applicants are required to have completed high school or high school equivalency before applying.

Name on Transcript *	<input type="text" value="Logan Wolverine"/>	Education Institute Name *	<input type="text" value="Xavier's School for the Gifted"/>
Degree Awarded *	<input type="text" value="PhD"/>	City *	<input type="text" value="New York"/>
Major	<input type="text" value="Anatomy"/>	Country *	<input type="text" value="United States"/>
Completed On *	<input type="text" value="May"/> <input type="text" value="2020"/>	State *	<input type="text" value="NEW YORK"/>

Comments

[← Click Here](#)



EMPLOYMENT DETAILS SECTION. ENTER YOUR EMPLOYMENT INFORMATION ON THIS PAGE. [CLICK ADD](#) TO ENTER YOUR INFORMATION.

- **Employer Name:** The name of your current, or last, employer.
- **City:** The city of your place of employment.
- **Employment Type:** Full Time, Part Time, or Substitute.
- **Last Position Held:** Your job title.
- **State:** The state of your place of employment.
- **Average Hours per week:** # of hours worked each week.
- **Start Date:** The month and year you started working with your employer.
- **Currently Employed:** Check this box if you still work for your employer.
- **End Date:** The month and year you ceased working with your employer. *(This field grays out if you checked the Currently Employed box.)*
- **Comments:** (Optional)

Employment Details

Employment Details

Employer Name * City *

Employment Type Country *

Last Position Held State *

Average Hours per week Start Date *

Currently Employed? End Date *

Comments

[← Click Here](#)



EDUCATION DETAIL TAB. REVIEW YOUR EDUCATION AND EMPLOYMENT INFORMATION ON THIS PAGE. CLICK NEXT.

Welcome LOGAN WOLVERINE Home Logout

Application for New Guardian Certification (First Time Applicant)

Fields marked with asterisk (*) are required.

Requested Certification(s) : CERTIFIED GUARDIAN

Personal Information

Address Information

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Additional Information

Questions

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Next >>

Academic Education Detail

Add

You Must Have A High School Diploma Or Ged Equivalent. Your High School or GED school will show under the "University/College Name" column below. Please Click On Add Link To Enter Academic Education Detail.

University/College Name	Address	Degree Awarded	Major	Completed On
XAVIER'S SCHOOL FOR THE GIFTED	NEW YORK, NY, US	PhD	Anatomy	May, 2020

Employment Details

Add

To add a new employment detail, click on 'Add' link.

Employer Name	Employer Location	Last Position Held	Start Date	End Date
XAVIER SCHOOL FOR THE GIFTED	SAN ANTONIO TX, United States	Healthcare Professor	May,2020	Currently Employed

Reset

<< Back

Next >>

← Click Here



ADDITIONAL INFORMATION TAB. SKIP THIS PAGE. CLICK NEXT.



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



Welcome LOGAN WOLVERINE | Home | Logout

Application for New Guardian Certification (First Time Applicant)

Fields marked with asterisk (*) are required.

Requested Certification(s) : CERTIFIED GUARDIAN

Personal Information

Address Information

Education Detail

Additional Information

Questions

Attestation

Reset

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Aithent Licensing System Version 11.3.13.02 Dated: February 29, 2024 | Copyright © 2024 [Aithent Inc.](#)
For any questions please contact: Guardians (guardians@txcourts.gov)



QUESTIONS TAB. ANSWER ALL QUESTIONS ON THIS PAGE, THEN CLICK NEXT. IMPORTANT NOTE: IF YOU ARE TRYING TO REGISTER A GUARDIANSHIP, DO NOT CONTINUE WITH THIS APPLICATION. INSTEAD, YOU MUST FOLLOW THE INSTRUCTIONS HIGHLIGHTED IN RED (IN THE SCREENSHOT) BELOW.

Requested Certification(s) : CERTIFIED GUARDIAN

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

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Questions

#	Question	Response
1	Are you trying to register your guardianship? For example, you are seeking to be guardian to a friend or family member, etc. If no, please continue with your application to be a professionally certified guardian. If yes, you must withdraw this application by going to the View Pending Online Applications section on your profile page and click the "Withdraw" link. Do not pay an application fee. To register your guardianship, you must do the following: * Login to your online profile * Click on the "Click Here" link next to "To switch your login session to a different program for Texas Judicial Branch Certification Commission." * Select "Login as: Guardianship Registration" under Login Options. * Click "New Guardianship Registration" on the "What Do You Want to Do?" menu and follow instructions accordingly from there.*	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Please provide a brief description of the job duties for each position you listed in the employment section of your application.*	Provide medical assistance to students
3	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
4	Have you ever been relieved of responsibilities as a guardian 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

5 Have you ever been removed as guardian in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.* Yes No

6 Have you ever been found civilly liable or settled a claim in an action, including but not limited to a surcharge action, involving allegations of fraud, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion on your part? If Yes, please provide dates and explanation of circumstances.* Yes No

7 For any felony or any misdemeanor offense, have you ever: Yes No

(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.*

8 I am a military service member, spouse, or veteran. (If yes, please indicate which in the field below.) Yes No

NOTE: If you do not meet the criteria in either of the first two sub questions in this section, 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.*

9 I have completed the Texas Guardianship training module required under section 7.2 (b)(8) of the JBCC Rules and will upload my completion certification to the Additional Supporting Documents portion of this application.* Yes No

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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 Guardian Certification (First Time Applicant)

Fields marked with asterisk (*) are required.

Requested Certification(s) : CERTIFIED GUARDIAN

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

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Attestation

You must check the following:

- In the event of a fee dispute**, I understand and agree that I must submit my written dispute to the JBCC at guardians@txcourts.gov within 90 days of the payment date, along with any supporting documentation. The JBCC will investigate the claim and render a determination regarding the dispute. I further understand that determinations by the JBCC are final.
- 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
- I declare under penalty of perjury that the information provided in this application is true and correct.

Applicant's Name * Date * 

Submit Application

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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 (CERTIFIED GUARDIAN)	\$100.00
Texas.gov Price*	\$102.51

* 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.



1 Payment Type **2** Customer Info **3** Payment **4** Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *
United States ✓

First Name *
Logan ✓

Last Name *
Wolverine ✓

Transaction Summary

Fee(Application for New Guardian Certification (First Time Applicant)) \$102.51

Texas.gov Price ⓘ \$102.51

Need Help?

Please complete the Customer Information Section

Address 2

City *
San Antonio ✓

State *
TX - Texas ✓

ZIP/Postal Code *
78232 ✓

Phone Number *
2105555555 ✓

Email * ⓘ
GUARDIANS@TXCOURTS.GOV ✓

Receipt Email Addresses ⓘ
✓

Transaction Summary

Fee(Application for New Guardian Certification (First Time Applicant)) \$102.51

Texas.gov Price ⓘ \$102.51

Need Help?

Please complete the Customer Information Section

Click Here → **Next** >

Payment Information



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

Credit/Debit Card

Customer Information ✓

Address
Logan Wolverine
123 Xavier Cove
San Antonio, TX 78232

Phone Number
2105555555

Country
United States

Email Address
GUARDIANS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information ✓

Credit Card
Visa [REDACTED]
Exp. [REDACTED]

Name on Credit Card
Logan Wolverine

[Edit](#)

United States GUARDIANS@TXCOURTS.GOV


Receipt Email Addresses

Payment Information ✓

Credit Card
Visa ****6781
Exp. 04/2028

Name on Credit Card
Logan Wolverine

Verification

✓ I'm not a robot  [Click Here](#)

Transaction Summary

Fee(Application for New Guardian Certification (First Time Applicant)) \$102.51

Texas.gov Price \$102.51

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](#) [Submit Payment](#) [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:**
- Transaction Summary:**
 - Fee (Application for Renewal of Process Server Certification): \$204.76
 - Texas.gov Price: \$204.76
- Payment Information:**
- Credit Card:** Visa ****6781, Exp. 03/2023
- Verification:** I'm not a robot (checked)
- Cancel** button
- 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, AS WELL AS UPLOAD YOUR GUARDIANSHIP TRAINING MODULE THEN **CLICK RETURN TO HOME**

Application for New Guardian Certification (First Time Applicant) 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 Guardian Certification (First Time Applicant)** has been submitted. Your online transaction number is **266425** . 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	Proof of Completion of FP Background Check Received	Documents (0)	Pending
2	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 TRACK THE APPLICATION STATUS. 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.**

Contact Information
 Name: LOGAN WOLVERINE
 123 XAVIER COVE,
 SAN ANTONIO, TX 78232
 Phone #: 210-555-5555
 Email: GUARDIANS@TXCOURTS.GOV

- WHAT DO YOU WANT TO DO?**
- View Pending Online Application(s)
 - Renew
 - Apply for Exam
 - New Guardianship Registration
 - Print Receipt
 - Apply for New Certification
 - General Fee Remittance
 - Pay Invoice(s)
 - CE Approval Request
 - Track CE
 - Change Name
 - Change Password
 - Existing Guardianship(s)
 - Update Profile

Welcome LOGAN WOLVERINE | Home | Logout

Pending / Incomplete Online Application(s)

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Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Guardian Certification (First Time Applicant)	Online	336802	06/25/2024	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.

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Pending / Incomplete Online Application(s)

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Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Guardian Certification (First Time Applicant)	Online	336802	06/25/2024	Review by State	Application Summary	View Details ← Click Here	Withdraw	Received by State



UNDER THE CHECKLIST, CLICK MANDATORY REQUIRED DOCUMENT(S). ON THIS PAGE, YOU CAN CONFIRM DOCUMENTS UPLOADED TO YOUR APPLICATION. YOU MUST UPLOAD YOUR FINGERPRINT RECEIPT HERE, AFTER YOU'VE COMPLETED THE FINGERPRINTING PROCESS. (FYI: AN EMAIL WITH THE NECESSARY INSTRUCTIONS WAS SENT TO YOU VIA AUTOMATED EMAIL AFTER YOU CLICKED THE *SUBMIT APPLICATION* BUTTON. CHECK YOUR INBOX AND SPAM FOLDER FOR THAT EMAIL.)

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Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Application for New Guardian Certification (First Time Applicant)	336802	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)	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

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



ON THIS PAGE, [CLICK RETURN TO HOME](#), OR [CLICK LOGOUT](#).

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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 Guardian Certification (First Time Applicant)	Online	336802	06/25/2024	Review by State	Application Summary	View Details	Withdraw	Received by State





GUARDIAN
CERTIFICATION
DEPARTMENT'S
CONTACT INFORMATION

Phone:
512-475-4368, Ext. 5

Email:
guardians@txcourts.gov

Website:
<https://www.txcourts.gov/jbcc/guardianship-certification>