

NEW GUARDIANSHIP REGISTRATION FILING INFORMATION SHEET

GUARDIANSHIP HEARING PREREQUISITES

Proposed guardians, or their attorney, *must* file a guardianship application with the county prior to registering the guardianship with the Judicial Branch Certification Commission (JBCC). Any person(s) or entity applying for appointment must submit their registration information online with the JBCC at least 10 days before the scheduled hearing date.

Register your guardianship with the JBCC:

- Use the following link www.txcourts.gov/jbcc and click on **Register a Guardianship**



- Click the **How to Register** link



- Watch the **Watch How to Register a Guardianship- Slideshow.**

Online System Resources

- [Watch How to Register a Guardianship- Slideshow \(pdf\)](#)
- It is *strongly* recommended to view this prior to starting the registration process. It will walk you step-by-step/page-by-page through the registration process.
- Click on the red button that says, **Register A Guardianship** to access the online system.



6. Highlight the **Register A Guardianship** tab (if it is not already highlighted)



7. Click **To Register a Guardianship: Click Here** to start the registration process.



8. Enter Guardian Information (*Co-guardians must register separately*)
9. Enter Guardian Mailing Address
10. Enter Online Account Information – Create a Login Name and Password (Be sure to write this information down when you create it).
11. Click **Register**
12. Fill out the rest of the required fields and information on your Ward and guardianship.
13. Sign and select **Submit**

NOTE: After your registration is submitted, you'll receive an automated email confirmation with your transaction number. Check your inbox, or spam folder, for this email. We recommend providing a copy of the email to the court, along with your training certificate, as proof of registration.

Guardianship Training Module:

- The following parties are exempt from the guardianship training:
 - Attorneys
 - (Professionally) Certified Guardians
 - Corporate Fiduciaries (A bank or other financial institution)
 - Guardians appointed prior to June 1, 2018
- To access the training, you must do the following:
 - Use the following link www.txcourts.gov/jbcc and click on **Register a Guardianship**



- The Guardianship Training Module is available in **English** and **Spanish** on the home page of our website. Click on the **red** button to start the appropriate training version:
Online System and Guardianship Training Modules



- The training module requires you to use Google Chrome and is not compatible with cell phones or Apple products (*i.e., iPhone, iPad, etc.*)
- A certificate of completion will be generated when the training has been completed. Please print and save a copy of the certificate. You must file a copy of your certificate with the Court at least 10 days prior to the hearing on your guardianship application to show that this requirement has been met. You must also upload a copy of your certificate of completion to your online registration form. If you need assistance obtaining your training certificate, please contact the JBCC's Guardianship Registration Department at jbccguardianregistration@txcourts.gov for assistance.

Criminal History Background Check:

Background checks are not conducted until after the proposed guardian has submitted their registration form to the JBCC. The background check must be delivered to the court at least 10 days before the hearing date. Please allow sufficient time for processing.

The following parties are exempt from criminal history background check:

- Attorneys
- (Professionally) Certified Guardians
- Corporate Fiduciaries (A bank or other financial institution)

The following parties are not exempt from a criminal history background check:

- Attorneys from out of state
- Guardians from out of state

Please email our Criminal History Specialist at jbccbackgroundspecialist@txcourts.gov when:

- When your hearing date has been scheduled.
 - Please notify us no less than 10 days in advance to allow us plenty of time to ensure the court receives your report prior to the hearing.
- When the court will not schedule a hearing prior to receiving the background check.
 - Please notify us as far in advance as possible to allow us plenty of time to ensure the court receives your report prior to the hearing.
- To submit proof of having been fingerprinted according to the county's instructions.

Name and Date of Birth background check (Conducted by the JBCC).

- This is conducted if the applicant is a Texas resident *and* the value of the liquid assets of the proposed ward's estate is \$50,000 or less.
- The JBCC will send the results to the probate clerk.
- Prior to the JBCC conducting a Name and Date of Birth background check, the applicant must upload a *DPS Computerized Criminal History Verification* form completed with their *Name, Signature, and Date of Completion*.

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online [Crime Records General Information, I Department of Public Safety \(texas.gov\)](#) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. **Acknowledge by signing below.**

Applicant Signature: Date:

NOTE: the DPS Verification form will be sent to each applicant as soon as the processing of their registration application has begun.

Fingerprint based background check (Conducted by the County).

- This is conducted if the value of the liquid assets of the proposed ward's estate *exceeds* \$50,000, or if an applicant resides out-of-state or out-of-country
- The county will instruct the proposed guardian on how to meet the digital fingerprint background requirement
- The background check must be delivered to the court at least 10 days before the hearing date

How to confirm information regarding a registration:

Under section 155.155 of the Government Code, please be advised that the JBCC cannot confirm registration data to anyone outside of law enforcement and the county where the registration is filed.

If you are a guardianship program, a guardian, or an attorney that represents a guardian needing to confirm registration data (i.e., information about the guardian, the ward, or the case), you must do the following:

- Contact the court where the guardianship is filed, or
- Login to your online profile with the JBCC and go to the Additional Information page of your profile. You will find any registrations you've submitted.

Registration Data includes, but is not necessarily limited to:

1. The name and contact information of the guardian
2. The name and contact information of the ward
3. Guardianship case information

NOTE: Applicants can confirm completion of background checks by clicking on the *View Details* link of their application under the *View Pending Online Applications* page of their online profile.

If you have any questions, please contact a guardianship registration licensing specialist at:

✉ jbccguardianregistration@txcourts.gov

☎ (512) 475 – 4368 EXT 2