

HOW TO APPLY FOR RENEWAL WITH THE JBCC



TABLE OF CONTENTS

- Online System overview (*what you can do in the system*)
- Important Renewal Information
- How to Locate CE Courses in the Online System
- Important CE Course Information
- How to Correct Wrong CE Entered on Renewal Applications
- Requirements for Certification, License, and Registration Renewal
- How to Apply for Renewal Online (*step-by-step instructions*)
- Contact Information for the JBCC's Licensing Departments



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Application
 - Check the status of your application.
 - Track the progress of your application.
 - Upload documentation to your application.
 - Withdraw your application (prior to submission).
 - Reset your forgotten password.
- Submit your Application
 - Update your contact information.
 - Check the status of your application.
 - Track the progress of your application.
 - Upload documentation to your application.
 - Withdraw your application (prior to submission).
 - Reset your forgotten password.



IMPORTANT
RENEWAL
INFORMATION



IMPORTANT RENEWAL INFORMATION

- **Renewal notices are sent approximately 90 days prior to your expiration date.** After notices are issued, you will be able to apply for renewal of your certification, license, or registration. **Check your inbox and spam folder for this notice.**
 - Not receiving a renewal notice is not grounds for an extension of time or exemption from additional fees.
- We strongly recommend that you **submit your renewal application no less than 30 days prior to your expiration date.**
- If you've previously started a renewal application prior to your expiration date, but you did not finish it before you expired, you must withdraw it and start a new renewal application if you have not been expired for a year or more.
- If you've previously started a renewal application prior to your expiration date, but you did not finish it until after you've been expired for a year or more, you must withdraw it. You cannot renew a certification, license, or registration that has been expired for a year or more.
- **You are not considered renewed until your application has been processed.**
- Renewal applications, fees, and all supporting documentation must be submitted online.



HOW TO LOCATE
AND REPORT CE
COURSES ON
RENEWAL APPS



HOW TO LOCATE CE COURSES IN THE ONLINE SYSTEM

Locate courses in the system by utilizing 1 of the 3 search methods indicated below:

1. Search by the full course name,
2. Search by course provider's name, or
3. Search by partial course name.
 - Enter just the first word or two of the course title.
 - Leave all other fields blank.
 - Click on the Search button.

- You must **pay close attention to the Dates Offered** (i.e., the start and end dates).
- The date of the course you took **must** be within the date range listed in our system for the course.
 - Example: You took the course on 05/15/24. The Dates Offered are listed as 01/15/2023 to 01/15/2024, you cannot select that course. You must locate and select the one that was offered when you completed it.
- If there's not a course in the system that covers the date you took it, you will not be able to apply that towards your renewal because the approval for it has expired.
 - You can apply for CE approval as an attendee so you may use the course. You must do no less than 30 days before your expiration date.



IMPORTANT CE
COURSE
INFORMATION



IMPORTANT CE COURSE INFORMATION

- **When reporting CE, you must report the correct course(s).**
 - Please do not misreport your course, such as selecting anything just to be able to attach your course certificate. **This is not permissible.**
 - The seminar name on your certificate(s) of attendance must match the seminar name you reported for renewal.
- **When reporting CE, do not report each individual session you participated in** for a seminar.
 - Only report the seminar itself. For example, if you attended “*Disney’s 2024 Annual Seminar*”, you must search for and report that seminar (i.e., course), not each session within that seminar.
- **CE Certificates must contain the following information:**
 1. The JBCC assigned program number (*which will start with CSR, GD, LCI, or PSC based on the department it is for*).
 2. The name of the course provider.
 3. The title of the course.
 4. The date the attendee completed the course.
 5. The number of hours completed by the attendee.
 6. List of sessions completed by the attendee.
 7. The signature of the course provider.



HOW TO CORRECT WRONG CE ENTERED ON RENEWAL APPLICATION

Scenario #1

Applicant has already logged out of profile without submitting their application.

1. Login to Profile
2. Go to *View Pending Online Application(s)* on *What Do You Want to Do* menu
3. Click on *View Details* for the renewal application
4. On the Checklist, click on the *Review Continuing Education* link
5. On the Continuing Education Detail page, Click *Add*
6. Add the correct course and upload the correct certificate
7. On the course(s) selected in error, **upload a document** to it (any document) and in **the Comments section of the Document Upload page, type in "Delete this course, please."**
8. Continue with your application. Once reviewed by staff, they will delete the course as requested.

Scenario #2

Applicant has not logged out of profile and has application open.

1. Select the correct CE course and upload the correct CE certificate to it.
2. On the course(s) selected in error, **upload a document to it** (any document) and **in the Comments section of the Document Upload page, type in "Delete this course, please."**
3. Continue with your application. Once reviewed by staff, they will delete the course as requested



REQUIREMENTS
FOR
CERTIFICATION,
LICENSE, AND
REGISTRATION
RENEWAL



Requirements for Renewal of Court Reporters and Court Reporting Firms

Certified Shorthand Reporters (CSR's) :

1. Obtain 10 hours of JBCC approved CE (w/2.5 in ethics, TX rules, or both)
2. Submit renewal application & renewal fee online
3. Report your CE courses by
 - selecting the courses you took from our online system, **and**
 - uploading your course completion certificates to its corresponding course.
4. Pass a state (DPS) and national (FBI) background check.
 - If you've being fingerprinted for the court reporter certification department already, you do not have to get fingerprinted again.
 - If for any reason you must be fingerprinted, staff will email you as soon as possible; otherwise, no action will be required of you for the background check reports.

Court Reporting Firms (CRF's)

1. Obtain 10 hours of JBCC approved CE (w/2.5 in ethics, TX rules, or both)
2. Submit renewal application & renewal fee online
3. Report your CE courses by
 - selecting the courses you took from our online system, **and**
 - uploading your course completion certificates to its corresponding course.
4. Pass a state (DPS) and national (FBI) background check.
 - If you've being fingerprinted for the court reporter certification department already, you do not have to get fingerprinted again.
 - If for any reason you must be fingerprinted, staff will email you as soon as possible; otherwise, no action will be required of you for the background check reports.



Requirements for Renewal of Guardian Certification and Guardianship Programs

Certified Guardians (CG's):

1. Obtain 12 hours of JBCC approved CE (w/2 in ethics and 1 in legislative update)
2. Submit renewal application & renewal fee online
3. Report your CE courses by
 - selecting the courses you took from our online system, **and**
 - uploading your course completion certificates to its corresponding course.
4. Pass a state (DPS) and national (FBI) background check.
 - If you've being fingerprinted for the guardianship certification department already, you do not have to get fingerprinted again.
 - If for any reason you must be fingerprinted, staff will email you as soon as possible; otherwise, no action will be required of you for the background check reports.

Guardianship Programs (GP's)

1. Submit renewal application & renewal fee online
2. Submit current documentation for items in section 7.8 (b)(1-8) of the JBCC Rules.
 - You must upload a Word, Excel, or PDF document that provides the required information.



Requirements for Licensed Court Interpreters and Process Servers

Licensed Court Interpreters (LCI's)

1. Obtain 16 hours of JBCC approved CE (w/4 in ethics)
2. Submit renewal application & renewal fee online
3. Report your CE courses by
 - selecting the courses you took from our online system, **and**
 - uploading your course completion certificates to its corresponding course.
4. Pass a state (DPS) and national (FBI) background check.
 - If you've being fingerprinted for the court reporter certification department already, you do not have to get fingerprinted again.
 - If for any reason you must be fingerprinted, staff will email you as soon as possible; otherwise, no action will be required of you for the background check reports.

Process Server Certification (PSC's)

1. Obtain 8 hours of JBCC approved CE (w/2 in ethics)
2. Submit renewal application & renewal fee online
3. Report your CE courses by
 - selecting the courses you took from our online system, **and**
 - uploading your course completion certificates to its corresponding course.
4. Pass a state (DPS) and national (FBI) background check.
 - If you've being fingerprinted for the court reporter certification department already, you do not have to get fingerprinted again.
 - If for any reason you must be fingerprinted, staff will email you as soon as possible; otherwise, no action will be required of you for the background check reports.



HOW TO APPLY FOR CERTIFICATION, LICENSE, OR REGISTRATION RENEWAL



* Go to your program's home page. Click on the big, **red button** to "Access the JBCC Certification, Registration and Licensing System." (See sample screenshot below)

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 the tab for your program** (i.e., court reporters, guardians, court interpreters, or process servers).



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



Online Certification and Licensing System

Guardians	Court Reporters	Process Servers	Court Interpreters
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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](#)

We accept:    



Enter your Login Name and Password, then click Login



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](#)

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](#)

We accept:



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](#)

Login ← **Click Here**



On your Home Page, **click** the **Renew** option on the *What Do You Want to Do* menu.

Home

Contact Information
Name: ██████████ S
120 MY FAKE STREET,
AUSTIN, TX 78701
Phone #: 512-555-5555
Email: PROCESSSERVERS@TXCOURTS.GOV

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

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	PSC- ██████████	N/A	TEST FILE	Active	01/31/2021

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

Click Here →



Click Next on the screen below

Application for Renewal of Process Server Certification - Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply?

Application for Renewal of Process Server Certification

Certification Information

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date	Requested Action
PROCESS SERVER	PSC- [REDACTED]	N/A	[REDACTED]	Active	01/31/2021	Renew ▼

[Reset](#) [Click Here → Next](#)



Personal Information tab: click Next

Application for Renewal of Process Server Certification

Fields marked with asterisk (*) are required.

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

Please review Information for accuracy.

<< Back Next >>

Personal Information

Last Name *	<input type="text" value="WATERS"/>	First Name *	<input type="text" value="REDACTED"/>
Suffix	<input type="text"/>	Middle Name	<input type="text" value="WATERS"/>
		DOB *	<input type="text" value="09/27/1965"/>
		Gender	<input type="text" value="Other"/>

<< Back Next >>

← Click Here



Address Information tab: Update information, then click Next

Personal Information — **Address Information** — Education Detail — 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="120 My Fake Street"/>	Zip *	<input type="text" value="78701"/>
City *	<input type="text" value="Austin"/>	State/Province *	<input type="text" value="TEXAS"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="processservers@txcourt"/>
		Alternate Phone # - Ext	<input type="text"/>
		Alternate E-mail	<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="120 My Fake Street"/>	Zip *	<input type="text" value="78701"/>
City *	<input type="text" value="Austin"/>	State/Province *	<input type="text" value="TEXAS"/>
County *	<input type="text" value="TRAVIS"/>	Primary Phone # - Ext	<input type="text" value="512-555-5555"/>
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="processservers@txcourt"/>
		Alternate Phone # - Ext	<input type="text"/>
		Alternate E-mail	<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"/>
Name/Employer *	<input type="text" value="C. Waters & Co."/>	Zip *	<input type="text" value="78701"/>
Address *	<input type="text" value="120 My Fake Street"/>	State/Province *	<input type="text" value="TEXAS"/>
City *	<input type="text" value="Austin"/>	Primary Phone # - Ext *	<input type="text" value="512-555-5555"/>
County *	<input type="text" value="TRAVIS"/>	Primary E-mail *	<input type="text" value="processservers@txcourt"/>
Fax	<input type="text"/>	Alternate Phone # - Ext	<input type="text"/>
		Alternate E-mail	<input type="text"/>

<< Back Next >> **← Click Here**



Education Detail tab. To enter CE courses & upload CE certificates **click Add**

Application for Renewal of Process Server Certification

Fields marked with asterisk (*) are required

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

<< Back Next >>

Continuing Education Details Add

Certified Process Servers are required to complete 8 hours of continuing education. Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) or other documentation of attendance have been received.

Total Continuing education hours :0

Reset<< Back Next >>

← Click Here



Course Detail and Information page. Click the Click Here link to locate your course

Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information

If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *

Course Title * You must [Click Here](#) **← Click Here** approved Continuing Education Course.

Completion Date *

Provider Name Course Type

Requested Credit Hours

Credit Type	Credit Hours
Non-Ethics *	<input type="text"/>



Course Search page. Click the **Click Here** link to locate your course

- * Search by Course name.
- * Search by Provider name.
- * Search by partial course name:

For example, **enter just the first word (or two) of the course title** in the **Course Title** field. **Leave all other fields blank** and click **Search**.

The seminar name on your certificate(s) of attendance must match the seminar name you reported for renewal.

When you find your course, **click on the name of it (which is hyperlinked) to select it.**

Do not report each individual session you participated in for a seminar. Only report the seminar itself. If you attended “Disney’s 2024 Annual Seminar”, you search for that seminar (*i.e., course*), not each session within that seminar.

Course Search Fields marked with asterisk (*) are required.

Course Search

Program: ▼

Course Title:

Offered Date: to

Provider Name:

Type: ▼

Search Results

Course Title ▲	Provider Name	Course Offered Date	Location	Hours	Contact Person	Phone
Process Server Review Online	Texas Process Servers Academy	01-20-2017 to 01-20-2018	*	Total Hours:12, Non-Ethics:12		
Ethics: Truth and Consequences	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	*	Total Hours:1, Non-Ethics:1		
Legal Procedures & Case Law	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	*	Total Hours:4, Non-Ethics:4		
Interviewing Callers & Clients	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	*	Total Hours:4, Non-Ethics:4		
Testifying At Hearings & Trials	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	*	Total Hours:4, Non-Ethics:4		
Rules of Service: Sabbath Laws	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	*	Total Hours:2, Non-Ethics:2		
Process Service Professional	TX School of Legal Support	06-23-2017 to 06-21-2018	*	Total Hours:7, Non-Ethics:7		
Serve-O-Nomics	TX School of Legal Support	06-24-2017 to 06-22-2018	*	Total Hours:6, Non-Ethics:6		
Proper Service Techniques	TX School of Legal Support	07-07-2017 to 06-29-2018	*	Total Hours:6, Non-Ethics:6		



Course Detail and Information page. The course you selected will now show up on this page (as shown below). On this page, you'll **enter the date you completed** the course and **click Save**. *(Note: the system will automatically reflect the number of hours approved for the course. Uploading your CE certificates will show us how many hours you obtained for the course).*

Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information

If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *

Course Title * You must [Click Here](#) to choose from list of approved Continuing Education Course.

Completion Date *

Provider Name Course Type

Requested Credit Hours

Credit Type	Credit Hours
Non-Ethics *	12



Education Detail tab. You will now see the course(s) you reported for your renewal. To upload your course certificates, **click Course Certificate (0)**, to get to the Document Upload page.

Application for Renewal of Court Reporter Certification

Fields marked with asterisk (*) are required.

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

<< Back Next >>

Continuing Education Details Add

Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

Course Title	Provider Name	Completion Date	Type	Hours	Course Certificate
Ethics By Choice or By Chance	Jeff Justice Seminars	10/15/2017	Other	Total:2.5, Ethics:2.5, Non-Ethics:0	Course Certificate (0) ← Click Here

Total Continuing education hours :2.5

<< Back Next >>

Reset



Document Upload page. Follow the instructions on this page to upload your CE certificates of attendance from your device to your online application. **Click Add.**

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 **← Click Here**

Please click 'Add' to add a new row.

Close**Upload**



Click **Choose File** or **Browse** (whichever option appears for you).

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 →



Click Upload.

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"/> Certification...eport (9).pdf		Delete

Close

Upload **← Click Here**



Education Detail tab. When your certificate is uploaded, you'll know it's uploaded when the **Course Certificate (0)** changes to **Course Certificate (1)** as shown on the screen below. **Click Next.**

Application for Renewal of Process Server Certification

Fields marked with asterisk (*) are required.

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

<< Back Next >>

Continuing Education Details Add

Certified Process Servers are required to complete 8 hours of continuing education. Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) or other documentation of attendance have been received.

Course Title	Provider Name	Completion Date	Type	Hours	Course Certificate
Process Server Review Online	Texas Process Servers Academy	01/01/2020	Other -	Total:12, Non-Ethics:12	Course Certificate (1)

Total Continuing education hours :12

<< Back Next >> **← Click Here**

Reset



Questions tab. Answer all questions on this page. **Click Next.**

Fields marked with asterisk (*) are required.

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

<< Back Next >>

Questions

#	Question	Response
1	Since your last renewal, have you 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 type="radio"/> No
2	Since your last renewal, 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 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 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 type="radio"/> No
6	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 type="radio"/> No

Reset<< Back Next >>

← Click Here



Attestation tab. **Check all designated boxes**. Enter your name (i.e., the applicant's name). **Press Tab** on your keyboard to tab over and **enter the date**, then **tab over** again to the **Submit Application** button and **Press Enter** on your keyboard to click on it.

The screenshot shows a web application interface for the 'Attestation' step. At the top, a navigation bar contains five buttons: 'Personal Information', 'Address Information', 'Additional Information', 'Questions', and 'Attestation'. The 'Attestation' button is highlighted with a blue background and a downward-pointing arrow. Below the navigation bar, there is a '<< Back' button. The main content area is titled 'Attestation' and contains the following text:

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.

At the bottom of the form, there are two input fields: 'Name *' with the value 'Bambi Doe' and 'Date *' with the value '01/15/2021'. Below these fields is a large blue 'Submit Application' button and a '<< Back' button.



Fee Detail page. 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 (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.

The screenshot displays a payment portal interface. At the top, a progress bar shows four steps: 1. Payment Type, 2. Customer Info, 3. Payment, and 4. Submit Payment. The main content area is divided into three columns. The left column, titled 'Payment', shows 'Payment Type' as 'Credit Card' with a green checkmark. Below this is a 'Customer Information' section with a 'Country' dropdown menu set to 'United States'. The middle column, titled 'Transaction Summary', lists a fee for 'Application for Renewal of Process Server Certification' at \$204.76 and a 'Texas.gov Price' of \$204.76. Below this is a 'Need Help?' section with the instruction 'Please complete the Customer Information Section'. The right column contains a form with fields for 'First Name', 'Last Name', 'Address', 'Address 2', 'City', 'State' (a dropdown menu set to 'TX - Texas'), 'ZIP/Postal Code', 'Phone Number', 'Email', and 'Receipt Email Addresses'. A 'Transaction Summary' box on the right side of the form area shows the fee and price details. Below the form is another 'Need Help?' section with the instruction 'Please complete the Customer Information Section'.



Enter your name and the billing address currently on file with the credit card company of the cardholder. Click Next.

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓ [Edit](#)

Address
[REDACTED]
120 MY FAKE STREET
AUSTIN, TX 78701

Phone Number
512-555-5555

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

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Payment Information

Complete all required fields [**]

Credit Card Number *

Credit Card Type

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

[Next >](#)

[Cancel](#)

Transaction Summary

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

Texas.gov Price \$204.76

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.



Check the I'm not a robot box, follow any instructions that pop up, then click Submit Payment.

The image shows a two-step process for completing a payment. The left screenshot shows the 'Payment' step with a progress bar at the top indicating steps: 1 Payment Type, 2 Customer Info, 3 Payment, and 4 Submit Payment. The 'Payment' section is active, showing 'Payment Type' as 'Credit Card' with a green checkmark. Below this, 'Customer Information' is also marked with a green checkmark and has an 'Edit' button. Fields include Address (120 MY FAKE STREET, AUSTIN, TX 78701), Phone Number (512-555-5555), Country (United States), Email Address (PROCESSSERVERS@TXCOURTS.GOV), and Receipt Email Addresses. A 'Transaction Summary' box shows a fee of \$204.76 and a Texas.gov Price of \$204.76. A 'Need Help?' section provides instructions for credit card payments. The right screenshot shows the 'Verification' step, where a CAPTCHA box labeled 'I'm not a robot' is highlighted with a red border. The CAPTCHA box includes a 'RECAPTCHA' logo and a 'Verify' button. Below the CAPTCHA are 'Cancel' and 'Submit Payment' buttons. A 'Transaction Summary' and 'Need Help?' section are also visible on the right.



You'll see the message below as your payment is being processed.

The screenshot shows a web page with a dark background. A white modal box is centered on the screen. The modal contains an orange exclamation mark icon on the left. To the right of the icon, the text reads: "Please wait", followed by a horizontal line, "Your payment is being processed.", and "Please do not close your tab or window, and please do not use your browser's Back button." At the bottom right of the modal are two small orange circles. The background page is dimmed and shows sections for "Receipt Email Addresses", "Payment Information", "Credit Card" (with masked numbers and an expiration date of 03/2023), "Verification" (with a "I'm not a robot" checkbox), "Fee (Application for Renewal)", "Server Co", "Texas.gov", and "Need Help?" (with instructions to review payment information and select a payment method).



Confirmation page. After your payment is processed, you'll be taken to 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 Renewal of 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 Renewal of Process Server Certification** has been submitted. Your online transaction number is **265920**. 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	Review Continuing Education	N/A	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 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)

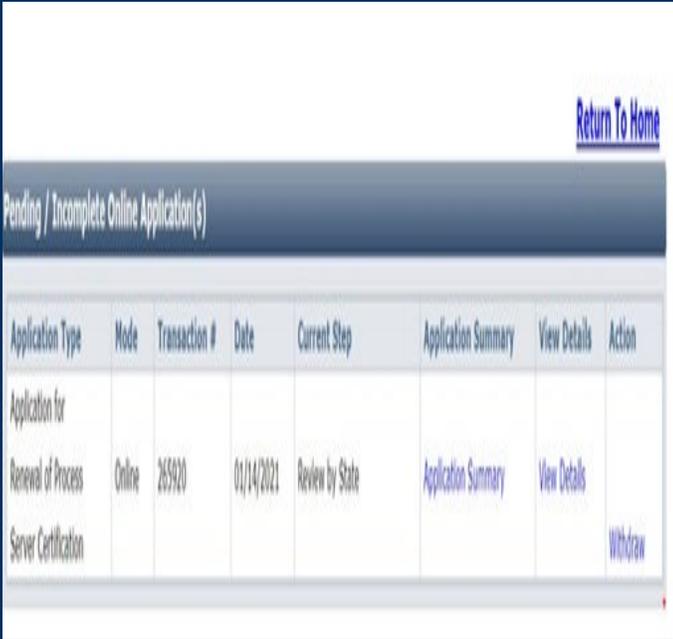
[Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action
Application for Renewal of Court Reporter Certification	Online	170639	11/02/2018	Review by State	Application Summary	View Details	Withdraw



If you want to verify the courses you uploaded and see the certificates were attached, click on the **Return to Home** link (shown on the screen below). On your home page, click the **Track CE** button (as shown on the screen below).



Return To Home

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action
Application for Renewal of Process Server Certification	Online	265920	01/14/2021	Review by State	Application Summary	View Details	Withdraw

- 
- 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** ← Click Here to "Track CE"
 - Change Name
 - Change Password
 - Update Profile



Here you'll be able to see all CE courses you've reported to the JBCC and the certificates that were attached. **You cannot add CE to this page.** CE can only be added directly to your renewal application. To exit your profile, just **click on** the **Logout** link in the top corner of your home page.

Continuing Education Units Detail

Fields marked with asterisk (*) are required

Entity Information

Name	Mailing Address
████████████████████	120 MY FAKE STREET AUSTIN, TX 78701 PROCESSSERVERS@TXCOURTS.GOV

Continuing Education Details

Certified Process Servers are required to complete 8 hours of continuing education. Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) or other documentation of attendance have been received.

Course Title	Provider Name	Type	Completion Date	Hours	Course Certificate
Process Server Review Online	Texas Process Servers Academy	Other	01/01/2020	Total:12, Non-Ethics:12	Course Certificate (1)

Total Continuing education hours :12





**JBCC LICENSING
DEPARTMENT'S
CONTACT
INFORMATION**

- **Court Reporter Certification Department:**

Email:
courtreporting@txcourts.gov

Phone: 512-475-4368, Ext. 3

- **Guardianship Certification Department:**

Email:
guardians@txcourts.gov

Phone: 512-475-4368, Ext. 5

- **Licensed Court Interpreter Department:**

Email:
Courtinterpreters@txcourts.gov

Phone: 512-475-4368, Ext. 4

- **Process Server Certification Department:**

Email:
processservers@txcourts.gov

Phone: 512-475-4368, Ext. 1