

<b>Office Use Only:</b> <b>Date Filed:</b> _____ <b>File #:</b> _____
--



**JUDICIAL BRANCH CERTIFICATION COMMISSION**  
*Office of Court Administration*

**Guardianship Registration**

**Guardianship Registration Form**

**Please Type or Print Legibly**

**Registration Forms Can Be Submitted to One of the Following:**

P O Box 12066, Austin, TX 78711-2066, or 205 W. 14<sup>th</sup> St., Ste. 600, Austin, TX 78701, or Fax # 512-463-1117, or Email: [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov).

(All fields must be completed. Notifications to registrants will be sent via email.)

Proposed Guardian's Information				
<b>Name of Proposed Guardian:</b> <i>(Last, First, Middle)</i>				
<b>Physical Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>
<b>Mailing Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>
<b>Primary Phone:</b>		<b>Cell Phone:</b>		
<b>Primary Email:</b>		<b>Alternate Email:</b>		
All Former Names Used by Proposed Guardian:				
<b>Were you appointed guardian before June 1, 2018?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Is this a temporary Guardianship?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Person Under Protection (Ward)				
<b>Name of Proposed Ward:</b>				
<b>Physical Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>
<b>Primary Phone:</b>		<b>Alternate Phone:</b>		
<b>Gender:</b>		<b>Date of Birth (mm/dd/yyyy)</b>		
<input type="checkbox"/> Female <input type="checkbox"/> Male				
Emergency Contact Information				
<b>Name:</b>		<b>Relationship:</b>		<b>Phone Number:</b>

Proposed Guardian's Attorney				
<b>Name of Attorney:</b>				
<b>Bar Number:</b>				
<b>Mailing Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>
<b>Primary Phone:</b>		<b>Alternate Phone:</b>		<b>Fax:</b>
<b>Primary Email:</b>		<b>Alternate Email:</b>		

**Office Use Only:**  
Date Filed: \_\_\_\_\_ File #: \_\_\_\_\_

<b>Name of Court with Jurisdiction over Guardianship:</b>	<b>Name of County:</b>	<b>Name of Judge:</b>

<b>Type of Guardianship:</b> (Check One)	<input type="checkbox"/> Of the person	<input type="checkbox"/> Of the estate	<input type="checkbox"/> Both
<b>Type of Guardian:</b> (Check One)	<input type="checkbox"/> Certified	<input type="checkbox"/> Attorney	<input type="checkbox"/> Corporate Fiduciary
	<input type="checkbox"/> Friend	<input type="checkbox"/> HHSC	<input type="checkbox"/> Program (enter name below):
	<input type="checkbox"/> Family Member	<input type="checkbox"/> Other	
<b>Type of Case:</b> (Check One)	<input type="checkbox"/> Adult	<input type="checkbox"/> Minor	<input type="checkbox"/> Minor Becoming Adult

<b>Estimated Value of Liquid Assets of the Ward's Estate:</b>	\$ _____
---	----------

<b>Questions</b>		
<b>#:</b>	<b>Question:</b>	<b>Response:</b>
1.	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="checkbox"/> Yes <input type="checkbox"/> No
<b>Explanation for #1:</b>		
#:	<b>Question:</b>	<b>Response:</b>
2.	Has your authority to be a guardian ever been terminated, vacated, or sanctioned in Texas or any other jurisdiction by a court, regulatory authority, or other governmental entity? If Yes, please provide dates and explanation of circumstances.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Explanation for #2:</b>		
#:	<b>Question:</b>	<b>Response:</b>
3.	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Explanation for #3:</b>		

**Office Use Only:**  
**Date Filed:** \_\_\_\_\_ **File #:** \_\_\_\_\_

(Updated: 05/18/18)

**As part of the registration process, I understand and agree that:**

- Guardianships that existed before June 1, 2018 are not required to complete the guardianship training nor are they required to undergo a criminal history background check unless ordered to do so by the court.
- A name and date of birth criminal history background check will be performed by the JBCC if the liquid estate value of the guardianship is less than \$50,000.
- There will be a check of my criminal history records. If the value of the liquid assets of the estate is \$50,000 or more, I will submit my fingerprints in accordance with directions from JBCC. It is my responsibility to timely initiate the criminal history background check. I will pay the cost of running the check on my fingerprints and the fee for criminal history reports. I must submit a copy of my fingerprinting receipt to the JBCC at [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov). The JBCC is not notified when I am fingerprinted, so I will need to provide the receipt.
- I must submit complete information on the registration form for JBCC to process registration.
- After completing and submitting the registration information, I must also complete the Guardian Training Module available on the Guardianship Registration page of the [JBCC website](#).
- If I am appointed and qualify as guardian, I have a continuing obligation to notify JBCC of any changes to registration information not later than 30 days after the change.
- Submitting false information or omitting any required disclosures may result in denial of my registration.
- If I have any questions I submit them to [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov).
- The JBCC does not approve or deny registrations for appointment as guardian. The JBCC conveys information from this form, criminal history record data, and confirmation of guardian training to the court with jurisdiction over the guardianship. It is the court, not the JBCC, that decides whether to approve my registration for appointment as guardian.

I declare under penalty of perjury that I have authority to sign this registration form and that the information provided in this registration form is true and correct.

\_\_\_\_\_  
Signature of Proposed Guardian

\_\_\_\_\_  
Date