

## Guardianship Registration, Background Check, and Training

The following are guidelines the Lubbock County Court will follow with regard to the new guardianship certification requirements established by the Judicial Branch Certification Commission (“JBCC”):

### Guardianship Registration

For all guardianships, including temporary guardianships, the guardian, the proposed guardian, or their attorney must register the guardianship information online with the JBCC at <http://www.txcourts.gov/jbcc/register-a-guardianship> prior to any hearing. Upon registration, the JBCC will notify the applicant if they will need to obtain digital fingerprints and provide them the link below where all necessary information will be provided.

### Criminal History Background Check

Any person who may be appointed guardian is subject to a criminal history background check through JBCC.

- The JBCC will conduct a name and date of birth background check for the guardian of the person only and for those with guardianship estates less than \$50,000 at no charge. This is only a snapshot and includes only a search of Texas records.
- Estates of \$50,000 or more will require a digital fingerprint background check processed by IndentoGo (<https://www.identogo.com>). This will include a nationwide search.
- Background checks will be processed timely and an un-redacted report will be provided to the Lubbock County Clerk’s Office. For temporary guardianships, background checks will be processed immediately.
- For applications including those guardianship estates over \$50,000.00, the applicant must register and a background check by the JBCC must be received by the County Clerk prior to the hearing. If a hearing is held prior to the receipt of the report on the background check, an Order will not be entered until the report is received.

### Guardianship Training

- Any person who may be appointed guardian must complete the online Guardianship Training at <http://www.txcourts.gov/jbcc/register-a-guardianship>. Attorneys, certified guardians, and corporate fiduciaries are not required to have the criminal history background check or guardianship training. In temporary guardianships, training may, in the Court’s discretion, be required but will not be required to be completed prior to the hearing.
- The Court may postpone the training requirement to a date not later than 60 days after appointment if the court makes an immediate appointment of a successor guardian under Texas Estates Code §1203.102(b), appoints a temporary guardian under Texas Estates Code Chapter 1251 (must complete training if temporary appointment is extended by the court), or the court finds that the immediate appointment of a guardian is necessary due to extraordinary facts and circumstances (written finding required).

### Existing Guardianships

For existing guardianships, the Lubbock County Court will only renew Letters of Guardianship upon approval of the Annual Report and/or Accounting and verification that the registration requirement has been satisfied.

Attorneys may contact the JBCC at [jbccguardianregistration@txcourts.gov](mailto:jbccguardianregistration@txcourts.gov) with questions.