

COURT REPORTERS CERTIFICATION BOARD
A Division of the Office of Court Administration

Remit only to this address:

P.O. Box 13122
Austin, Texas 78711-3122

2009 COURT REPORTING FIRM REGISTRATION RENEWAL FORM
For Registrations that Expire **December 31, 2009 (12/31/09)**

This form must be typed

Please complete all items below and return this form with the **\$200 renewal fee** in the form of a **money order, cashier's check, or bank-certified check** made payable to the State of Texas or the Court Reporters Certification Board. Cash or personal/business checks cannot be accepted.

Firm Name:	Registration Number:

Mailing Address:	
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City:	State: (XX)	Zip Code + Four: (12345-1234)

County:	Phone Number: (123-456-7890)

E-mail: (Must have @ symbol and dot Example: abcdefg@hijk.com)	Facsimile Number: (123-456-7890)

Firm Contact Person	Address and Phone # of Contact Person:	
Owner Last Name:	Owner First Name:	Owner TX CSR # (if applicable):

Since the last renewal, have your owner(s) 1) been convicted of a criminal offense other than a minor traffic offense? Or 2) has the firm and/or its owner(s) been the subject of a disciplinary action by a licensing authority, including Texas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Registration Date: (Refer to your registration certificate for this date.)	Expiration Date:
	12/31/2009

Indicate the following: (Please check one of the following)	<input type="checkbox"/> Headquarters	<input type="checkbox"/> Satellite Office
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It is the procedure of the Board office to submit any and all applications to the Board where the applicant answers "yes" to being convicted of a criminal offense other than a minor traffic violation and/or to being the subject of disciplinary action. If you answered yes to either of these, please read the following and sign below where indicated.

If you have been so convicted, submit a notarized statement explaining in detail the facts and circumstances concerning the charge and conviction. Include pertinent dates, name of court in which the case was tried, your present status concerning the conviction, and copies of any relevant court documents.

If you have been the subject of disciplinary action, submit a notarized statement explaining in detail the facts and circumstances concerning the action. Include pertinent dates, name of the state in which the action occurred, your present status concerning the action, copies of any relevant documents, and any other information that may be relevant.

§ 52.0211 (a) of Chapter 52, V.T.C.A states: Chapter 53, Occupations Code, applies to an applicant for or holder of a certification or registration under this chapter, notwithstanding section 53.002, Occupations Code.

§53.021 of the Occupations Code states:

Authority to Revoke, Suspend, or Deny License

(a) A licensing authority may suspend or revoke a license, disqualify a person from receiving a license, or deny to a person the opportunity to take a licensing examination on the grounds that the person has been convicted of a felony or misdemeanor that directly relates to the duties and responsibilities of the licensed occupation.

(b) A license holder's license shall be revoked on the license holder's imprisonment following a felony conviction, felony community supervision revocation, revocation of parole, or revocation of mandatory supervision.

- I understand that per §53.021 of the Occupations Code, and §52.029 of the Government Code, as referenced above, renewal of my registration may be denied due to my criminal conviction or disciplinary action.
- I understand that per §53.021 of the Occupations Code, and §52.029 of the Government Code, as referenced above, the Board may revoke my registration due to my criminal conviction or disciplinary action.
- I understand that per §53.021 of the Occupations Code, and §52.029 of the Government Code, as referenced above, the Board may suspend my registration due to my criminal conviction or disciplinary action.
- I understand that it is my sole responsibility and ethical duty to provide the Board with any and all information (*documentation included*) in relation to my conviction or disciplinary action.
- I understand that my application to renew my registration may not be processed until such time as an eligibility determination is made in relation to my criminal conviction or disciplinary action.
- I understand that once my registration expires I will not be able to provide court reporting services in Texas until such time as my registration is renewed and issued.
- I understand that I cannot indicate my new expiration date until such time as my registration is renewed and issued.

I have read the foregoing information and acknowledge that I have been informed of the rules on consequences of a criminal conviction. I hereby apply for re-registration as a Court Reporting Firm under the provisions of Chapter 52 of the Government code, V.T.C.A. To ensure that the records maintained by the Court Reporters Certification Board are accurate and current, I will submit written notification to the Board of **any** changes in my name and/or contact information (including county changes). I understand that the Board often submits notifications (inclusive of renewal notices) via email and will ensure that a current email address is always on file with their office. I further acknowledge that it is my sole responsibility, not that of the Board, to ensure I am familiar with all the rules and that I may access these rules from the Board's website.

Applicant's Signature

Date