

COURT REPORTERS CERTIFICATION BOARD
A Division of the Office of Court Administration
Remit to: P O Box 13122, Austin, TX 78711-3131



Application for Registration for a Court Reporting Firm

Please complete all items below and return this form with the **\$200 registration 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.

PLEASE TYPE

1. Name of Firm:	_____
(The name indicated above will be used for all purposes, including official records.)	

2. Please check one of the following:	Headquarters _____ or	Satellite Office: _____
Note: Each satellite office must register separately and pay the \$200 registration fee.		

3. Principal place of business:

Street	City	State:	Zip Code:

County:	Phone Number:	Fax Number:

4. Type of Entity: <i>(Sole proprietorship, corporation or exact type of entity under which operating in State of Texas)</i>	Email:

5. If other than a sole proprietorship, identify the State and date of its organization:

6. Name/address of the Registered Agent for service of process:	
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7. Name/address of the Contact Person :	
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8. Federal Tax ID Number (or) SSN:	
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9. With respect to each person, corporation, partnership, or other entity, which owns at least a 20% ownership interest in the firm identified in item no. 1 above, state the following information:		
Owner Last Name:	Owner First Name:	Owner TX CSR # (if applicable):

10. Assumed names used by the firm:

11. Has the firm and/or its owners ever been the subject of disciplinary action by a licensing authority, including Texas? Has the owner(s) been convicted of a criminal offense other than a minor traffic offense?	Yes ____ No ____
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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. 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.

§ 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 the Board must review my/our application, as per the above stated rules, to review and consider my/our eligibility for registration as a court reporting firm in the State of Texas
- I understand that it is my/our sole responsibility and ethical duty to provide the Board with any and all information (*documentation included*) in relation to my/our conviction.
- I understand that my/our application will go before the Board at their next scheduled meeting and that my/our registration would not be processed until such time as the Board makes an eligibility determination in relation to my/our criminal conviction.

Acting as a representative of the Court Reporting Firm identified in response to item no. 1, I have read chapter 52, Subchapter C, of the Government Code and agree to abide by all rules and regulations promulgated by the Supreme Court of Texas and the Court Reporters Certification Board.

In making and filing this application for registration as a representative of the Court Reporting Firm identified in response to item no. 1, I hereby authorize all persons, firms, officers, corporations, associations, organizations, State or Federal agencies, and institutions to furnish to the Court Reporters Certification Board or any of its authorized representatives, all relevant, non-privileged documents, records or information that may be requested in the investigation of this application for registration.

Acting as a representative of the Court Reporting Firm identified in response to item no. 1, I agree to notify the Court Reporters Certification Board of changes in the firm's business address (including any changes in county) within 30 days.

Date: _____

Name of Court Reporting Firm

Signature of one of the Court Reporting firm's owners or a duly authorized representative

Capacity in which signer of document is acting

Firm No.: _____ Date Filed: _____

T-Code:188 PCA: 99906 COBJ: 3175

State of Texas

County of _____

Acting a representative of *(Insert name of Court Reporting Firm)* _____,

I, _____ being duly sworn, state that I have read the foregoing application and attached exhibits, if any, and have made each statement therein and answered each question therein fully and frankly and without concealment or reservation, and such questions and answers are, within my personal knowledge, true and complete. I am aware that I have a duty to advise the Court Reporters Certification Board of any circumstances occurring after the date of this application for registration that would affect my responses herein. I have read the foregoing information and acknowledge that I have been informed of the rules on consequences of a criminal conviction. 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.

Signature of one of the Court Reporting firm's owners or a duly authorized representative

Sworn to and subscribed before me on the _____ day of _____, 20_____.

(Personalized Seal)

Notary Public's Signature