

**TEXAS COMMISSION ON LAW ENFORCEMENT**

6330 E. Highway 290, STE. 200

Austin, Texas 78723

Phone: (512) 936-7700

**CIVIL PROCESS PROFICIENCY CERTIFICATE APPLICATION**

Commission Rule(s) §221.1(a) & 221.25

**Non- refundable \$35 fee must be included.**

**Money order, agency or cashier's check (5130)**

**APPLICANT INFORMATION**

1. TCOLE PID	2. Last Name	3. First Name	4. M.I.	5. Suffix (Jr., etc.)
6. Date of Birth	7. Home or Permanent Mailing Address		8. City	9. State
10. Zip Code	11. Phone Number (include area code)		12. Email	

**CURRENT DEPARTMENT INFORMATION**

13. TCOLE Agency Number	14. Appointing Agency	15. Agency Mailing Address		
16. City	17. County	18. Zip Code	19. Phone Number	

**§221.25**

- (a) To qualify, an applicant for a civil process proficiency certificate must meet all proficiency requirements including:
  - (1) at least three years full-time experience in a constable or sheriff's office working with civil process;
  - (2) successful completion of 40 hours of civil process training, with at least 20 hours completed in the current training cycle; and
  - (3) pass the approved examination for civil process proficiency.
- (b) A certificate will become invalid at the end of a training cycle unless the holder successfully completes a 20-hour course of training in civil process during the training cycle.
- (c) If the certificate becomes invalid, a holder may obtain a new certificate under the application standards in this section.

**Civil Process Proficiency Exams are scheduled through the Texas Justice Court Training Center (512) 347-9927.**

I, the applicant, attest that I meet the requirements for issuance of the Civil Process Proficiency Certificate §221.25, including Proficiency Certificate Requirements 221.1(b), and have included the non-refundable \$35.00 fee.

I, the applicant, am fully aware that this application is a government document and, under penalties of perjury, I declare the foregoing information to be true and correct.

\_\_\_\_\_ INITIAL APPLICATION

\_\_\_\_\_ DUPLICATE CERTIFICATE

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I, chief administrator or designee, attests that the applicant meets the requirements of §221.25.

\_\_\_\_\_  
Agency Administrator (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
T.J.C.T.C. SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TEST