TEXAS COMMISSION ON LAW ENFORCEMENT

6330 E. Highway 290, STE. 200,Austin,Texas 78723-1035
Phone: (512) 936-7700
http://www.tcole.texas.gov

CIVIL PROCESS PROFICIENCY CERTIFICATE APPLICATION

Commission Rule(s) §221.1(a) & 221.25

Non-refundable $35.00 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.

_____ _____
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