

**TEXAS CRIME STOPPERS ADVISORY COUNCIL**

**OFFICE OF THE GOVERNOR**

**CONDITIONS OF CONTINUING CERTIFICATION FORM**

Local Crime Stoppers programs seeking continuation of their certification are required to submit documentation (Texas Government Code Section 414.011) to the Texas Crime Stoppers Advisory Council. Certification is valid for a two-year period. All documents must be submitted no later than **60 days** prior to the program's expiration date. This checklist has been provided to assist you in the preparation of your program's certification renewal package.

**DOCUMENTS REQUIRED FOR CONTINUING CERTIFICATION:**

1.  **Proof of tax exempt status** (*Internal Revenue Service determination letter of tax exempt status [501 (C) (3)] of the corporation*).
2.  **Annual financial statements for each of the two previous years** (*bookkeeping review by independent agency to include dollar amount of the donations and probation fees received each year and a list of expenditures, showing the balance in the account; financial statements must report on both the operational account [non-restricted funds] and the court fees account [restricted funds]*).
3.  **Annual Probation Fee and Repayment Report for the previous two years.** (*This form must be submitted by January 31 each year; please send copies of your reports*).
4.  **List of the members of current Board of Directors and Law Enforcement Coordinator(s)** (*please date the top of the list; the list must include name, mailing address, daytime phone number with area code, fax and/or email [if applicable], position on board and term of office*).
5.  **Documentation from the Community Supervision and Corrections Department (CSCD) and/or clerk of the court stating the amount of probation and restitution/repayment fees disbursed to the program for each of the past two years** (*this information must be prepared under CSCD and/or clerk of the court letterhead with date and signature from the chief probation officer and/or clerk of the court*).
6.  **Copy of training certificates for board members and law enforcement coordinators** (*you must send certificates for at least one board member and the coordinator—a minimum total of two training certificates—showing that training occurred within the year prior to the submission of the application for certification renewal*).
7.  **A completed and signed Conditions of Continuing Certification Form** (*please sign and date this form*).

**I certify that the information contained in this packet is true and correct to the best of my knowledge. I further certify that I understand and comply with the requirements of certification.**

**Program Name:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman's Signature**

\_\_\_\_\_  
**Date**

**Please send completed certification application packet to the address below:**

**Office of the Governor  
Texas Crime Stoppers Advisory Council  
P.O. Box 12428  
Austin, Texas 78711**