



Office of Paula S. O'Neil
Clerk & Comptroller
Pasco County, Florida

PROFESSIONAL GUARDIAN REQUIREMENTS

STATUTORY	FREQUENCY/DUE DATES	REQUIREMENTS
<u>A. Credit & Criminal Background Checks</u>		
FS 744.3135 Credit and Criminal Investigation		
Level 2 Background Screening	Applied for once at the time of first appointment and every 5 years after appointment unless electronically submitted.	Fingerprint card; \$54.25 Check to FDLE or \$43.25 for livescan; \$7.50 to Clerk
Level 1 Background Screening	Submitted biannually from date of 1 st guardianship appointment	FDLE Criminal History Information Form; \$24 Check to FDLE
Credit Check	Biannually from date of 1 st guardianship appointment	Upon submission of one of the above forms
<u>B. Professional Guardian Education Requirements</u>		
FS 744.1085 Regulation of Professional Guardians FS 744.3145 Guardian Education Requirements		
40 hour course	One time; completion to be within 4 months after becoming a professional guardian	Certificates of completion submitted to the Court (copies are acceptable)
16 hours continuing education	Credits are to be received biannually after the year the initial 40-hour requirement is met	Certificates to be filed with the Court (copies are acceptable)
<u>C. Professional Guardian Bonding Requirements</u>		
FS 744.1085 Regulation of professional guardians		
Post a blanket fiduciary bond in an amount not less than \$50,000	Posted once prior to your first petition for appointment	Post with the Clerk in the county of the guardian's primary place of business
Fiduciary Bond filed with the Clerk	To be maintained with the bonding company for the period of time you are a professional guardian	Court Requirement: File proof of maintaining fiduciary bond
<u>D. Professional Guardian Registration-Public Guardian</u>		
FS 744.1083 Professional Guardian registration	At the current time the registration form and annual fee are to be paid 30 days prior to bond anniversary date	Guardian Registration Form; \$35 check made payable to the Statewide Public Guardianship Office.
<u>Administrative Order (NO-PA/PI-CIR-09-36)</u>		
Background Investigations	At the time an application for appointment of guardian is filed.	Department of Children & Families Form.

This document is not an attempt by the Clerk to practice law or give legal advice; it is intended to provide notice of procedures followed by the Clerk's office at the direction of the Courts, Florida Statutes, Rules and Administrative Orders.