



# Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

## PROFESSIONAL GUARDIAN REQUIREMENTS

STATUTORY	FREQUENCY/DUE DATES	REQUIREMENTS
<b>A. <u>Credit &amp; Criminal Background Checks</u></b>		
FS 744.3135 Credit and Criminal Investigation		
Level 2 Background Screening	Complete at your own expense, before and at least once every 5 years after, the date of registration	Fingerprinting; Livescan
Level 1 Background Screening	Once every two years from date the guardian is registered	FDLE Criminal History Information Form; \$24.00 Check to FDLE
Credit Check	Before and at least once every two years after the date of the guardian's registration	Upon submission of one of the above forms
<b>B. <u>Professional guardian education requirements</u></b>		
FS 744.1085 Regulation of Professional Guardians		
40 hour course	One time completion prior to registration	Certificate of completion submitted to the Court (copies are acceptable)
16 hours continuing education, minimum	Every two calendar years after the year in which the initial 40-hour educational requirement is met (copies are acceptable)	Certificate to be filed with the Court
<b>C. <u>Professional guardian bonding requirements</u></b>		
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	Posted with the Clerk in the county of the guardian's primary place of business
of 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 maintaining fiduciary bond
<b>D. <u>Professional Guardian Registration-Public Guardian</u></b>		
FS 744.1083 Professional Guardian registration	See Statewide Public Guardianship Website for current fees and registration information:	Or contact at: 1-850-414-2381 for more information
<b><u>ADMINISTRATIVE ORDER (NO-PA/PI-CIR-09-36)</u></b>		
FS 744.3435 Credit and Criminal Investigation	See section A	See section A

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.