



BUSINESS RENEWAL APPLICATION

Private Security Program

User Guide

Includes Application and Navigation Tips, information and screenshots of an Individual Renewal application for a Private Security program license

Texas Department of Public Safety

<http://www.txdps.state.tx.us/rsd/psb/index.htm>

August 2016

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Business Renewal

Landing Page Navigation Tips:

1. Individuals and businesses that have not been licensed by DPS should use the **RED** buttons to start a new application.
2. Individuals, including owner/manager/partner/shareholders should use the Sign-In process to submit new, renewal, and update applications.
3. Individuals that have not previously provided their email address should click on Update Email Address.
4. The bottom of this page has links back to DPS web pages that include information on using the TOPS application, regulatory information, and programmatic information.
5. Search License function allows search for information on individuals or companies licensed by the Private Security program

TOPS
Texas Online Private Security

Department of Public Safety
T E X A S
COURTESY: SHIRLEY HENNING

Welcome to the TOPS Registration/Commission Application

Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps.

[Start Individual Application](#) [Start Business Application](#)

[Search Licensees](#)

Sign In

Email required

Date of Birth required

Last Name required

[Submit](#)

[Update Email?](#)

My Profile

Thank You for your payment!

My Registrations

Type: Instructor Registration

License #: 000001

Endorsement: Alarm Instructor

Head Date: 08/10/2014

My Businesses

BEST Guard of Texas

Type: Training School

License #: R000001

Status: Active

POPULAR LINKS

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[Board Information](#)

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APPLICANTS

[Get Started](#)

[Laws and Regulations](#)

[Training/Testing](#)

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INFORMATION

[Records/Status Search](#)

[FAQs](#)

This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

Application Navigation Tips:

1. The legend at the left shows the progress through the application
 - Fill in all required information as you progress through the screens
 - You **cannot** jump forward in the application
2. At the bottom of all application pages, the Cancel button is on the left, and Previous/NEXT buttons are on the right.
 - If you do not see the buttons, use the scroll bar on the right of the screen
3. If you close the application, your information will not be saved.
 - Progressing through the full application and clicking on Submit Application is the only way to save the application
 - The application cannot be submitted if all required information is not present

Before you begin:

You will need the following information:

- Personal UNIQUE email address (Do not use the same email address for more than one person)

FAQs are available on the [Private Security website](#)

Submit a Business Renewal Application

NOTE: This guide will show the various screens and only highlight areas that are specific to the program, rather than common fields such as name or address. Sign In to TOPS. If you do not have an email on file with DPS or do not remember the email that you used, Select the Update Email? Function and enter all required information.

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WELCOME TO THE TOPS REGISTRATION/COMMISSION APPLICATION

Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps.

[Start Individual Application](#) [Start Business Application](#)

[Search Licensees](#)

Sign In

Email required

Date of Birth required

Last Name required

[Submit](#)

[Update Email?](#)

POPULAR LINKS

- DPS Regulatory Services Division
- Board Information
- Contact Us

APPLICANTS

- Get Started
- Laws and Regulations
- Training/Testing
- Fingerprint Services

INFORMATION

- Records/Status Search
- FAQs

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My Profile

After signing into TOPS, you will be on the My Profile screen.

In the MY Businesses Section, locate the registration type to renew. Click on the drop-down arrow to the right of the license number and select RENEW

My Profile

For new applications start here:

[Start Individual Application](#) [Start Business Application](#)

Click the plus to expand a section.

My Applications

My Applications

Registration Type	Application Date	Status	Actions
Level III Classroom Instructor, Level III Firearms Instructor	08/10/2016	Pending	
Level III Classroom Instructor, Level III Firearms Instructor	08/10/2016	Pending	
Level III Classroom Instructor, Level III Firearms Instructor	08/10/2016	Pending	
Level III Classroom Instructor, Level III Firearms Instructor, Level IV Personal Protection Instructor	08/10/2016	Pending	

My Registrations

Type: Owner/Manager Registration License #: 00000601 [Actions](#)

Endorsement	Issue Date	Last Renewal	Expiration	Status
Owner	08/18/2016		07/30/2016 (30 days ago)	Terminated
Manager	08/18/2016		07/30/2016 (30 days ago)	Expired
Partner	08/18/2016		07/30/2016 (30 days ago)	Expired

Type: Instructor Registration License #: 00000602 [Actions](#)

Endorsement	Issue Date	Last Renewal	Expiration	Status
Level III Classroom Instructor	08/18/2016	08/14/2016	07/31/2017 (336 days)	Active
Level III Firearms Instructor	08/18/2016	08/14/2016	07/31/2017 (336 days)	Active
Level IV Personal Protection Instructor	08/18/2016	08/14/2016	07/31/2017 (336 days)	Active

My Businesses

To view license information, address information, contact information, stakeholders and branch offices, please click the view details button beside the name of the business. You can also initiate a business update and see the business certificate from the view details page.

Johnson 3 & 4 Training School Type: Level 4 Training School License #: 123456789 [Renew](#)

[View Details](#)

Status: Active Expires: 08/31/2016



Application Information

Services

Nature of Business

Business Information

Acknowledgements

Stakeholder Information

Application Review

Confirmation

Select Services Offered

You selected: **Contracting Company**

Select the service(s) the business provides.

Business Services

- Alarm
- Armored Car
- Courier
- Electronic Access
- Guard
- Guard Dog
- Locksmith
- Private Investigation
- Security Consultant

Cancel

Previous Next

Business Information

Address Information

The address on file will be displayed. Type in corrections as needed.
Physical address cannot be a PO Box.

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Texas Online Private Security

Business Information

- Business Information
- Business Address**
- Business Contact
- Acknowledgements
- Application Review
- Confirmation

Business Address

Enter the business address(es).
Physical address cannot be a Post Office Box.

Physical Address

Country required
United States of America

Address 1 required
1234 Main

Address 2

City required Austin **State** required Texas **Postal Code** required 78745 **County** required Travis

Mailing Address

Same as Physical Address

Cancel Previous Next

Business Contact Information

Contact Information

The business phone number on file will be displayed. Type in corrections as needed.

Email Address Information

Enter Email address information for the business. (The email address cannot be same as one of the individuals associated to the business). This will ensure that DPS has the current address for notifications like license, registration and insurance expirations (if appropriate).

Website Information

Enter or update this information if necessary.

The screenshot displays the TOPS (Texas Online Private Security) application interface. The header includes the TOPS logo and the Texas Department of Transportation seal. A navigation menu on the left lists: Business Information, Business Address, Business Contact (highlighted), Acknowledgements, Application Review, and Confirmation. The main content area is titled "Business Contact Information" and contains the following sections:

- Business Contact Information**: Enter the business contact information.
- Contact Info**:
 - Enter the business phone number(s)**:
 - Phone Number** required: (512) 111-1111
 - Alternate Phone Number**: () - -
 - Enter the business email address**:
 - Note**: All correspondence will be sent to this email address.
 - Email Address** required: samplesecurity&pi@test.com
 - Confirm Email Address** required: samplesecurity&pi@test.com
 - Enter the business website address**:
 - Website**: http://

At the bottom of the form, there are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green).

Acknowledgments

Read carefully and select the appropriate answer.

Application cannot proceed if all questions are not answered and all acknowledgements checked.

The questions displayed are an example. You may receive different questions dependent on the license type.

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Business Information
Acknowlegements
Application Review
Confirmation

Acknowledgments

Acknowledgments

- I understand that all fees submitted to Private Security are non-refundable, are not transferable and that, in accordance with Administrative Rule 35.23, I will have 90 days from the date the application is received by the Department to turn in all required documentation, supplemental information and/or fees OR this application will be abandoned and I will be required to reapply.
required
- I verify the information provided is true and correct, and I understand this is an official government record and any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.
required
- I understand that I must have a valid and acceptable Certificate of Proof of Liability Insurance on file with the Private Security Bureau at the time of my renewal.
required

Cancel Previous Next

Application Review

Navigation Tip:

Each section has an edit button. The edit button will take you to the selected section to make corrections. Then you must progress through the screens again and make any additional changes required.

Select NEXT after you have verified that the information on the review screen is correct



Business Information

Acknowledgements

Application Review

Application Review

Review Fees

Confirmation

Application Review

Review the application details below.

To make changes, select the Edit button in the appropriate area. You will be returned to that section of the application and will be required to progress through the remainder of the application.

Select Next when review is complete.

Application Information

Services Selected: Armored Car
Courier
Private Investigation
Security Consultant
Alarm
Guard Dog
Guard
Electronic Access
Locksmith

Nature of Business:

Business Name: Am A Sample

DBA: Yes

Doing Business As: Sample Security & PI

Business Information

Physical Address: 1234 Main
Austin, TX 78745 [Edit](#)
Travis
United States of America

Mailing Address: Same as Physical Address

Primary Phone Number: (512) 111-1111

Alternate Phone Number:

Email Address: samplesecuritypi@test.com

Business Structure: Sole Proprietorship

Acknowledgments

1. I understand that all fees submitted to Private Security are non-refundable, are not transferable and that, in accordance with Administrative Rule 35.23, I will have 90 days from the date the application is received by the Department to turn in all required documentation, supplemental information and/or fees OR this application will be abandoned and I will be required to reapply. [Edit](#)

Yes

2. I verify the information provided is true and correct, and I understand this is an official government record and any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.

Yes

3. I understand that I must have a valid and acceptable Certificate of Proof of Liability Insurance on file with the Private Security Bureau at the time of my renewal.

Yes

[Cancel](#) [Previous](#) [Next](#)

Review Fees

Navigation Tip:

You will have the option to either pay with Credit Card or ACH Electronic Check. The application must be paid within 90 business days.



Business Information

Acknowledgements

Application Review

Application Review

Review Fees

Confirmation

Review Fees

Business Name: Sample Security & PI

All communications will be sent to the email below.
samplesecuritypi@test.com

Fees	
Renewal Class C License	
License Fee	\$540.00
Subscription Fee	\$16.00
<hr/>	
Texas.gov Price:	\$556.00

This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

[Pay with Credit Card](#)

[Cancel](#) [Previous](#) [Next](#)

Confirmation

The confirmation page is displayed after payment.

The confirmation page provides the NEXT steps to continue the application.

You will also receive this information by email.

The Exit button returns you to the Landing Page so that you can print the new Certificate.

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Confirmation

Your business renewal application and payment have been submitted to DPS.

What's Next?

1. **Check your email.** If you receive a request for additional information, submit it through [DPS Contact Us](#).
2. **Check the current [status](#) of your application** throughout the application process.
3. **Questions?** Many helpful answers and tips can be found on the [DPS](#) website. If you cannot find your answer, please contact us through [DPS Contact Us](#).

When can I begin to work?

Submitting an application online does not constitute issuance of a license. Check your [application status](#) to learn when you can begin work.

Note:

All fees are non-refundable and non-transferable. [Texas.gov](#) will remit the amount paid to the agency on your behalf.

Texas DL/ID Holders: The Texas DL or ID photo and signature on file with the Department will be used for the Private Security pocket card.

If the applicant has held a Private Security license within the past 3 years, the fingerprints on file with the Department will be submitted to the FBI if a background check is required.

Want to tell us about your experience? [Please take a short survey](#).

Transaction Details

Date/Time: 09/07/2016 10:23 PM

Business Name: Sample Security & PI

Type:

Trans #: 405PY62016422

Method: VISA: XXXX0019

[Print Receipt](#)

[Exit](#)

Application Processing by DPS

After payment has been submitted the Renewal Application will begin the review process. Email notifications to the business owners will be used to request any required documents. When everything is complete, the business will be notified by email that they are in good standing and the renewal is complete.

Print Certificate

Navigation Tip:

On the My Profile page next to the name of the business is a View Details Option and then on the next screen is a Print Certificate option.

Level III Classroom Instructor	04/15/2013	04/15/2014	04/15/2015 (511 days ago)	Expired
Level III Firearms Instructor	04/15/2013	04/15/2014	04/15/2015 (511 days ago)	Expired

Endorsement	Issue Date	Last Renewal	Expiration	Status
Manager	10/02/2011		10/05/2020 (1489 days)	Active
Corporate Officer	10/02/2011		10/05/2020 (1489 days)	Active

My Businesses

To view license information, address information, contact information, stakeholders and branch offices, please click the view details button beside the name of the business. You can also initiate a business update and see the business certificate from the view details page.

<input type="checkbox"/> Sample Security & PI View Details	Type: Contracting Company	License #: C04205701	Renew
	Status: Active	Expires: 09/30/2016	
<input type="checkbox"/> Branches Offices			Add Branch

