INDIVIDUAL 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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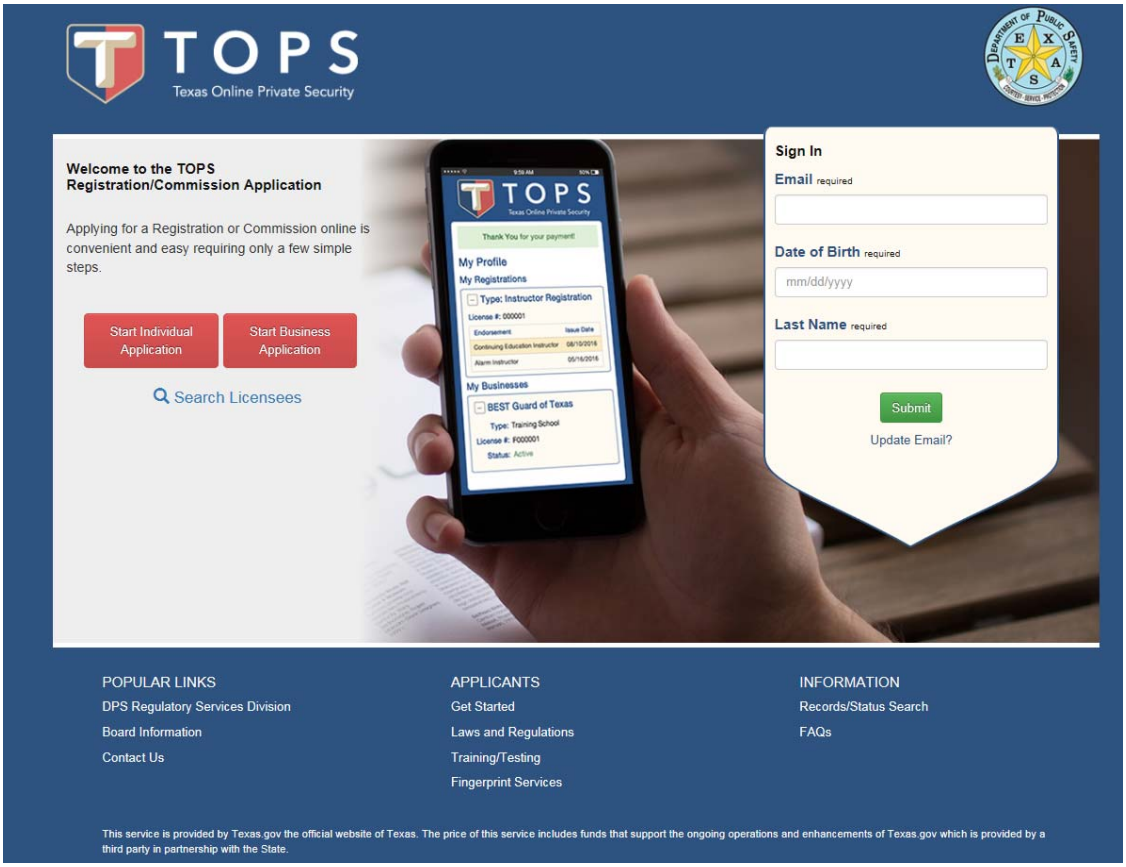
Individual Renewal

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



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:

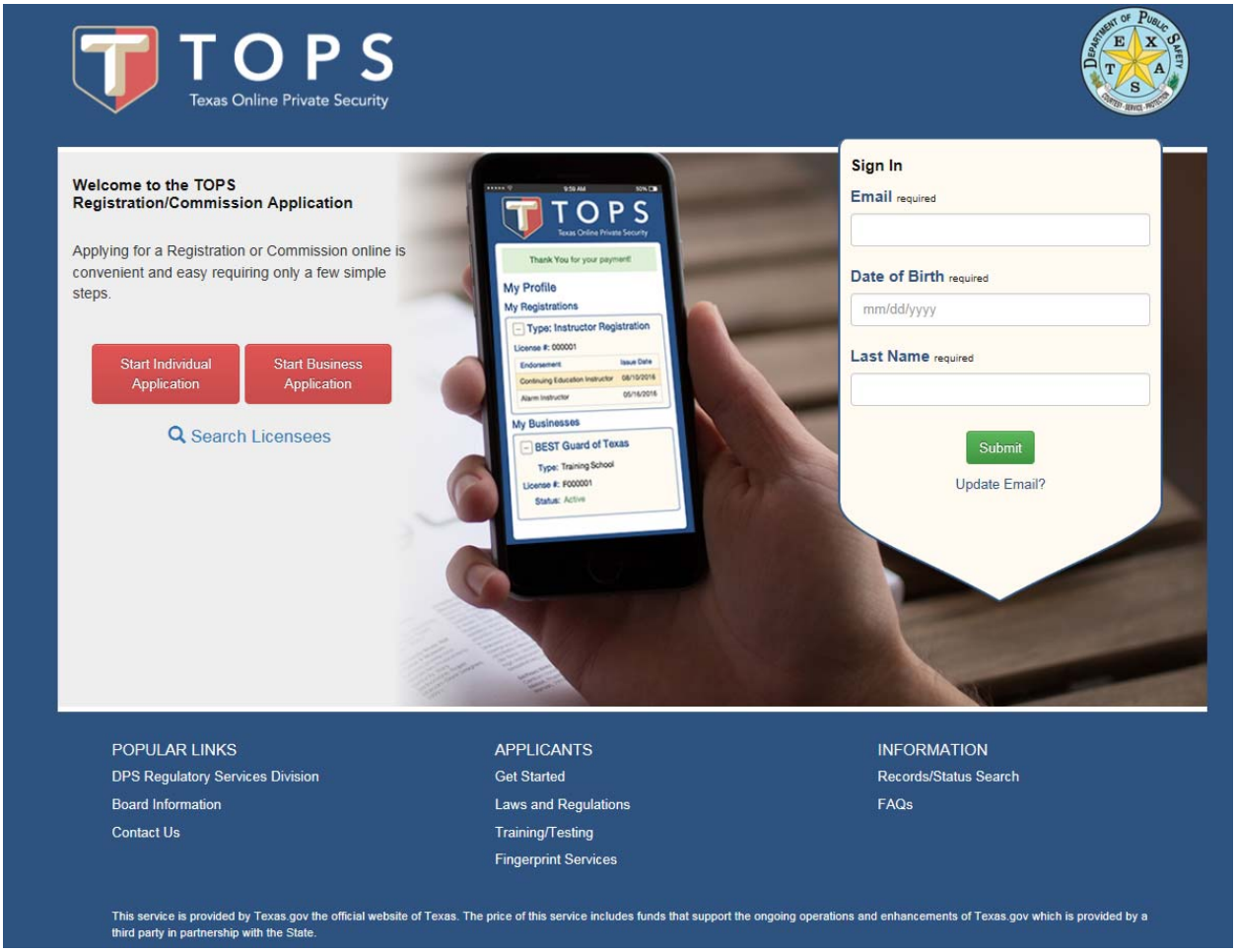
You will need the following information:

- Personal UNIQUE email address

FAQs are available on the Private Security website

Submit a Renewal Application

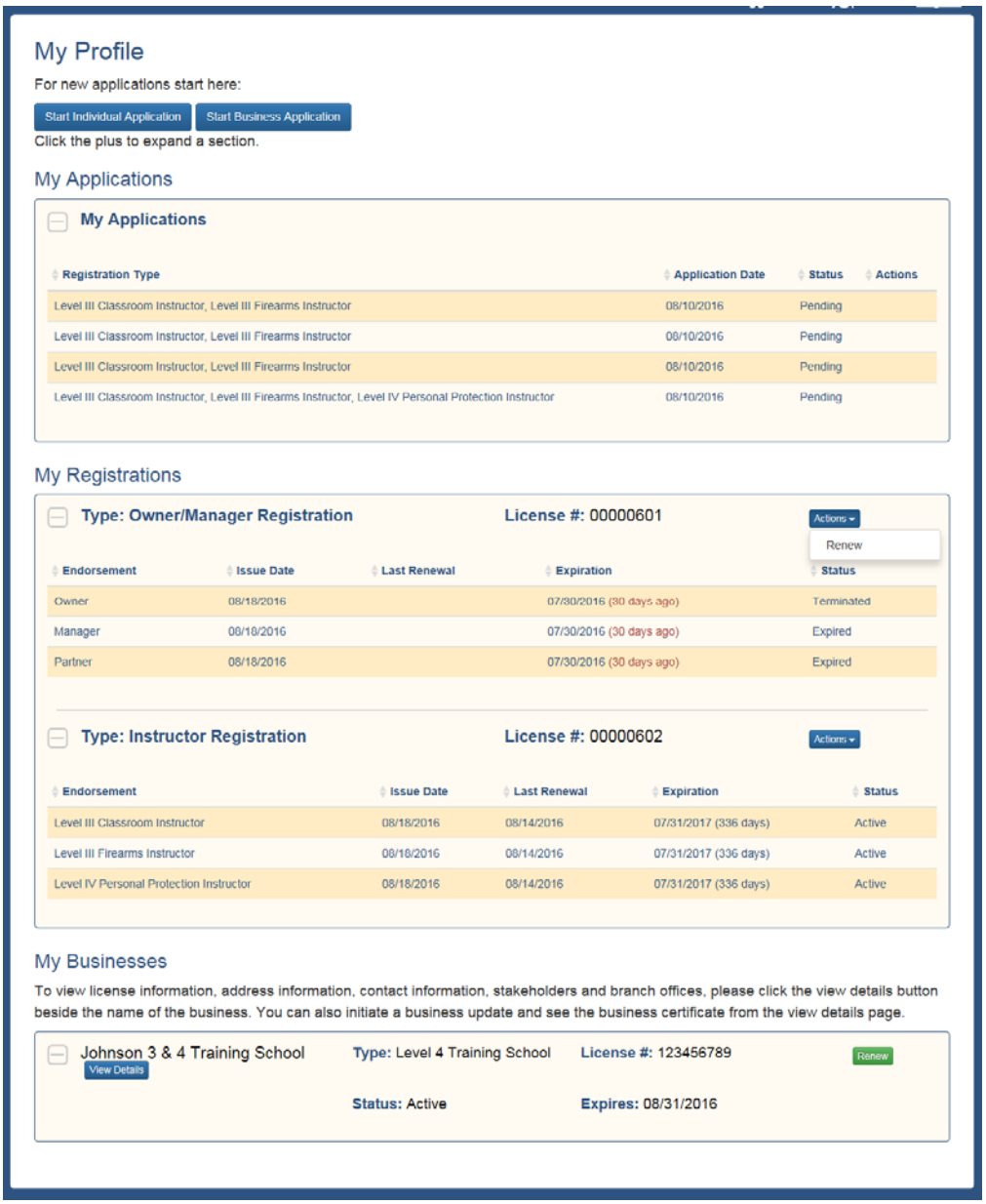
NOTE: This guide will show the various screens and only highlight areas that are specific to the program, rather than common fields such as name or address. Sign In to TOPS. If you do not have an email on file with DPS or do not remember the email that you used, Select the Update Email? Function and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



My Profile

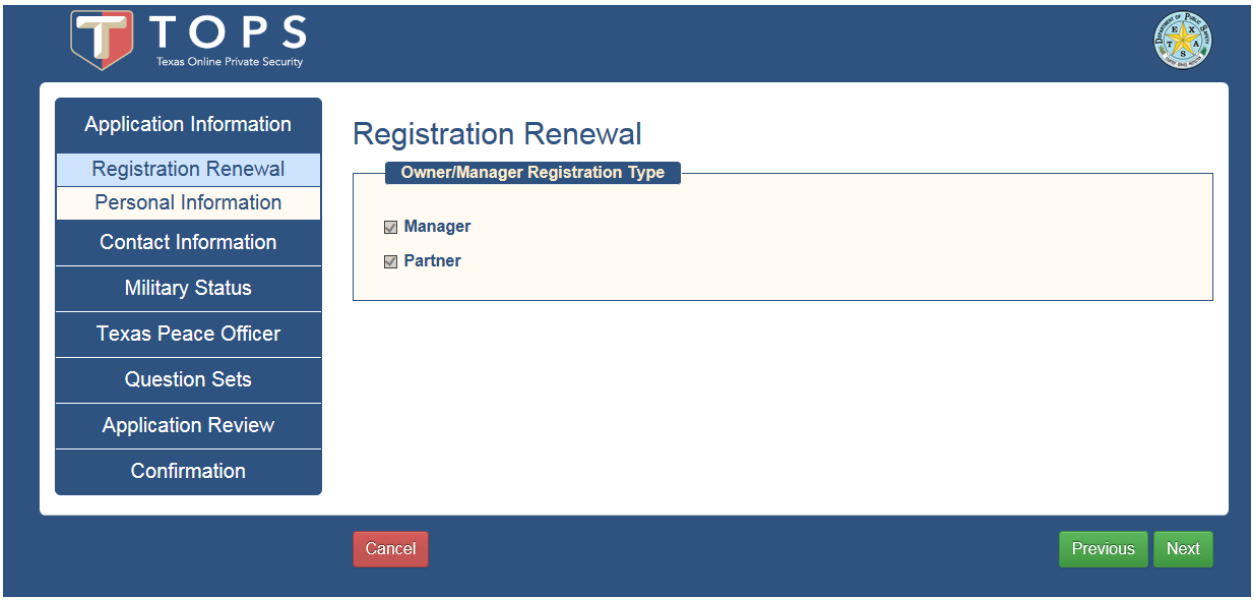
After signing into TOPS, you will be on the My Profile screen.

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



Registration Renewal

Select the registration to renew. If there are multiple registrations displayed, you can elect to renew one or multiple registrations.



Personal Information

Personal Information

Your name and email address on file will be displayed. If you wish to add a new ID, click on the ADD ID button. If there is no change or update to ID, click NEXT.

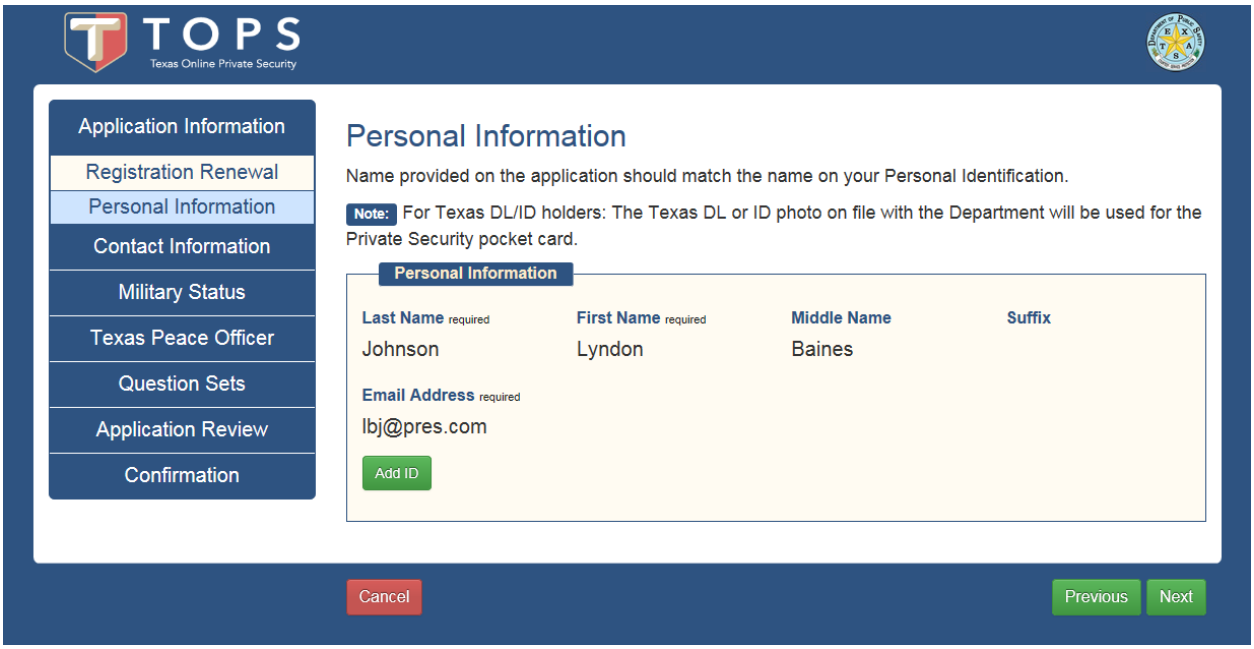
Address Information

Enter address information. This will ensure that DPS has the current address for pocket card mailing.

Physical address cannot be a PO Box.

Demographic Information

This information will be populated from the TOPS system. Update this information if necessary.



TOPS
Texas Online Private Security

- Application Information
- Contact Information
- Address Information
- Demographic Information
- Duties
- Military Status
- Texas Peace Officer
- Question Sets
- Application Review
- Confirmation

Address Information

Physical Address cannot be a Post Office Box.

The pocket card will be mailed to this Mailing Address.

Physical Address

Country required: United States of America

Address 1 required

Address 2

City required | State required: Texas | Postal Code required: XXXXX or XXXXX-XXXX | County required: select one

Mailing Address

☐ Same as Physical Address

Country required: United States of America

Address 1 required

Address 2

City required | State required: Texas | Postal Code required: XXXXX or XXXXX-XXXX

Contact Information

Phone Number required: (___) ___-____ | Alternate Phone Number: (___) ___-____

Cancel | Previous | Next

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Demographic Information

Demographic Information

Height (feet) required: 6 | Height (inches) required: 2 | Weight (pounds) required: 195

Eye Color required: Hazel | Hair Color required: Other

Race required: Asian or Pacific Islander

Aliases

Add text here.

Cancel | Previous | Next

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Duties

Give us a brief description of the Duties you'll be performing.

Duties

Duties required

Add text here.

300 characters remaining

Cancel

Previous Next

Military and Peace Officer Information

Military Status

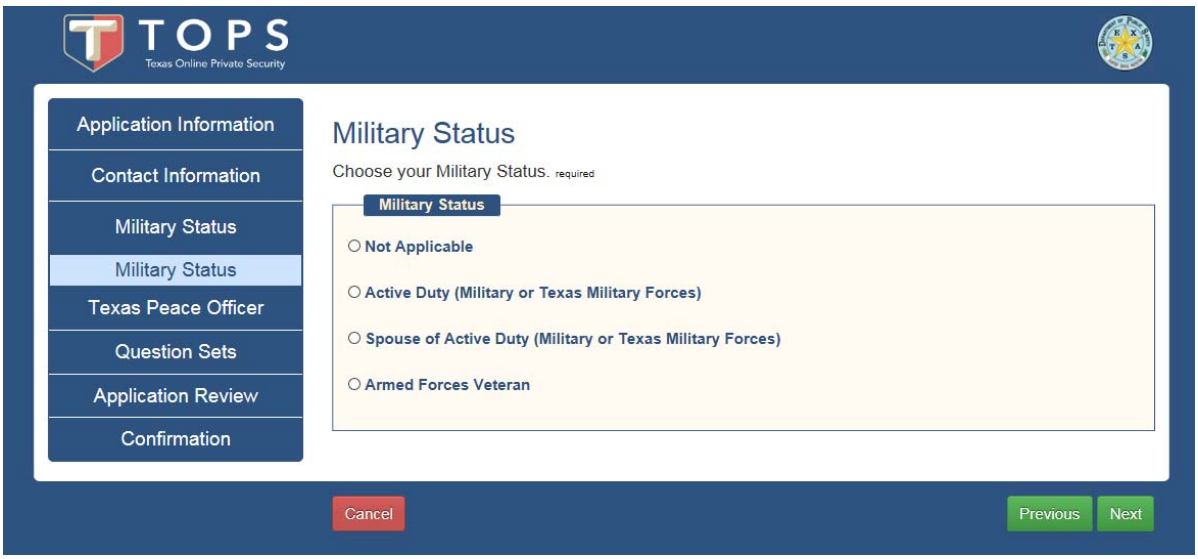
Military status will determine application fees in accordance with **Senate Bill 807** *(84th Legislative Session).*

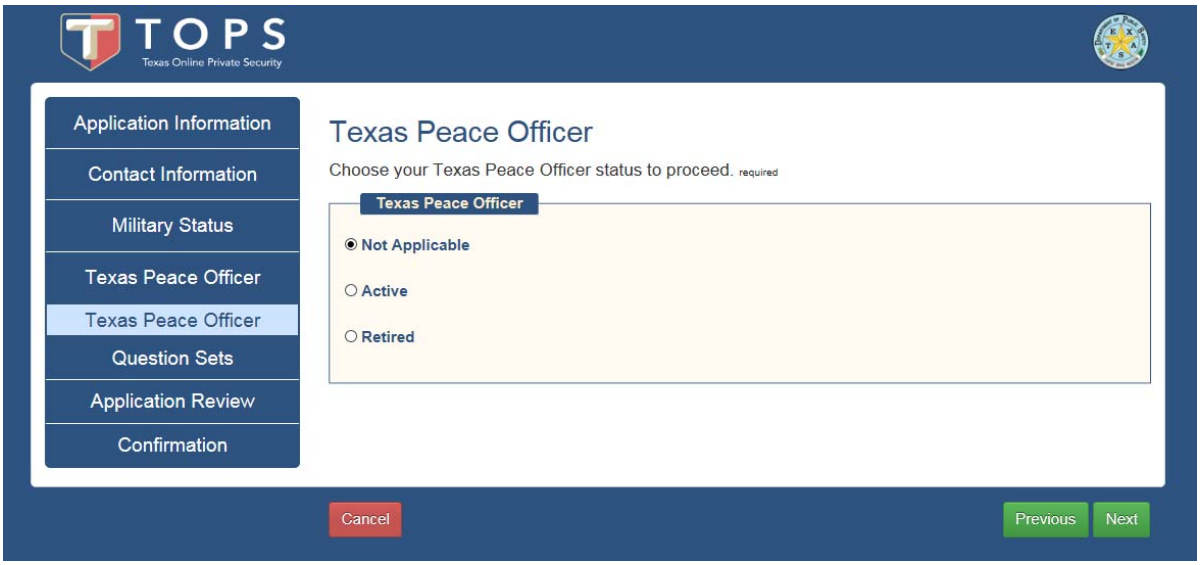
Additional information will be required for status other than N/A.

Peace Officer Status

Peace officer status will be used to determine required fees and documents.

Additional information will be required for status other than Never/Not currently.





Additional Information

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 registration type.

TOPS
Texas Online Private Security

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Additional Information

Manager Experience Acknowledgment Questions

1. I hereby certify and attest I meet the required experience set forth by Title 10, Texas Occupations Code, Chapter 1702 and Title 37, Texas Administrative Code, Chapter 35. (1702.114, 1702.115, 35.121,35.122 and or 35.123). In addition, I verify the information provided is true and correct. I understand this is an official government record and any false statement made on this document provided to DPS may result in criminal prosecution. required

   ○ Yes
   ○ No

Acknowledgments

1. ☐ I understand all fees submitted to Private Security are non-refundable and non transferable. In accordance with Administrative Rule 35.23, I have 90 days from the date the application is received by the Department to submit all required documentation, supplemental information and/or fees or this application will be abandoned and I will be required to reapply. required

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. required

3. ☐ I acknowledge that I have reviewed the eligibility criteria of Occupations Code §1702.113 and the definition of 'conviction' provided in §1702.371. I also acknowledge that I have reviewed the disqualifying offenses listed in Administrative Rule 35.4. required

4. ☐ I understand that, any pending charges or conviction require the submission of the appropriate court documentation, with this application. Failure to report an arrest or conviction, later found by a fingerprint search, may result in denial or revocation of a license based solely on the material misstatement of fact in this application. required

5. ☐ I, as the renewing employee, have completed the required minimum hours of Department approved Continuing Education (CE) credits necessary for renewal of my registration. required

6. ☐ I understand my application for renewal may be denied if I am either in default on a student loan or delinquent in the payment of child support (Texas Education Code, Chapter 57 or Texas Family Code, Chapter 232). required

7. ☐ I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. required

Background Information Questions

1. Have you ever been convicted, in any jurisdiction, of a felony level offense? required
   - ○ **Yes - Less than 10 years since completing my sentence or probationary period.**
   - ○ **Yes - More than 10 years since completing my sentence or probationary period.**
   - ○ **No**

2. Have you ever been convicted, in any jurisdiction, of a Class A or equivalent misdemeanor? required
   - ○ **Yes - Less than 5 years since completing my sentence or probationary period.**
   - ○ **Yes - More than 5 years since completing my sentence or probationary period.**
   - ○ **No**

3. Have you, within the past 5 years, been convicted, in any jurisdiction, of a Class B misdemeanor or equivalent offense? required
   - ○ **Yes**
   - ○ **No**

4. Are you currently charged with, or under indictment for, a felony, or Class A misdemeanor? required
   - ○ **Yes**
   - ○ **No**

5. Are you currently charged with a Class B misdemeanor? required
   - ○ **Yes**
   - ○ **No**

6. Have you ever been found by a court to be incompetent by reason of mental defect? required
   - ○ **Yes**
   - ○ **No**

7. Were you discharged from the military? required
   - ○ **Yes**
   - ○ **Yes - I received a dishonorable discharge, a bad conduct discharge, or an other than honorable discharge, from Armed Forces. I must submit a copy of my DD-214.**
   - ○ **No**

8. Are you required to register as a sex offender, in Texas or any other state? required
   - ○ **Yes**
   - ○ **No**

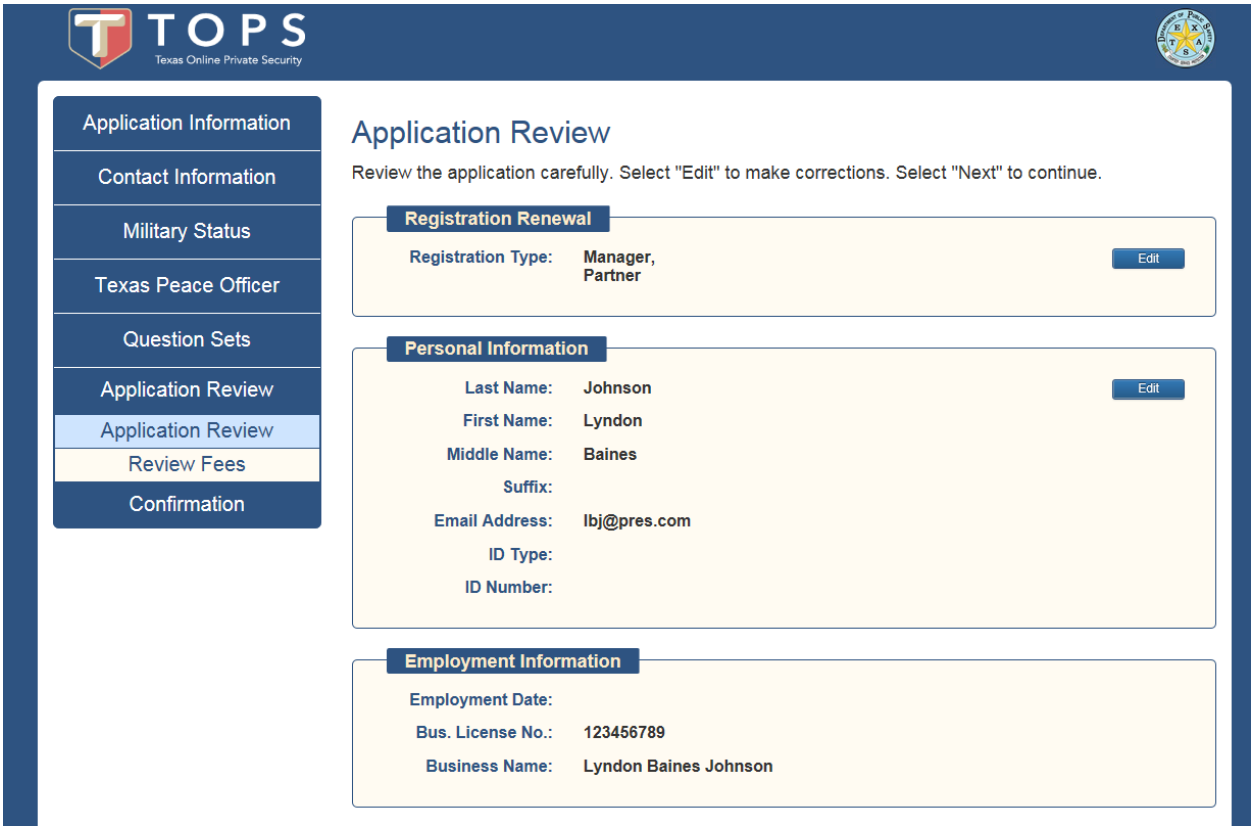
Cancel | Previous | Next

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.

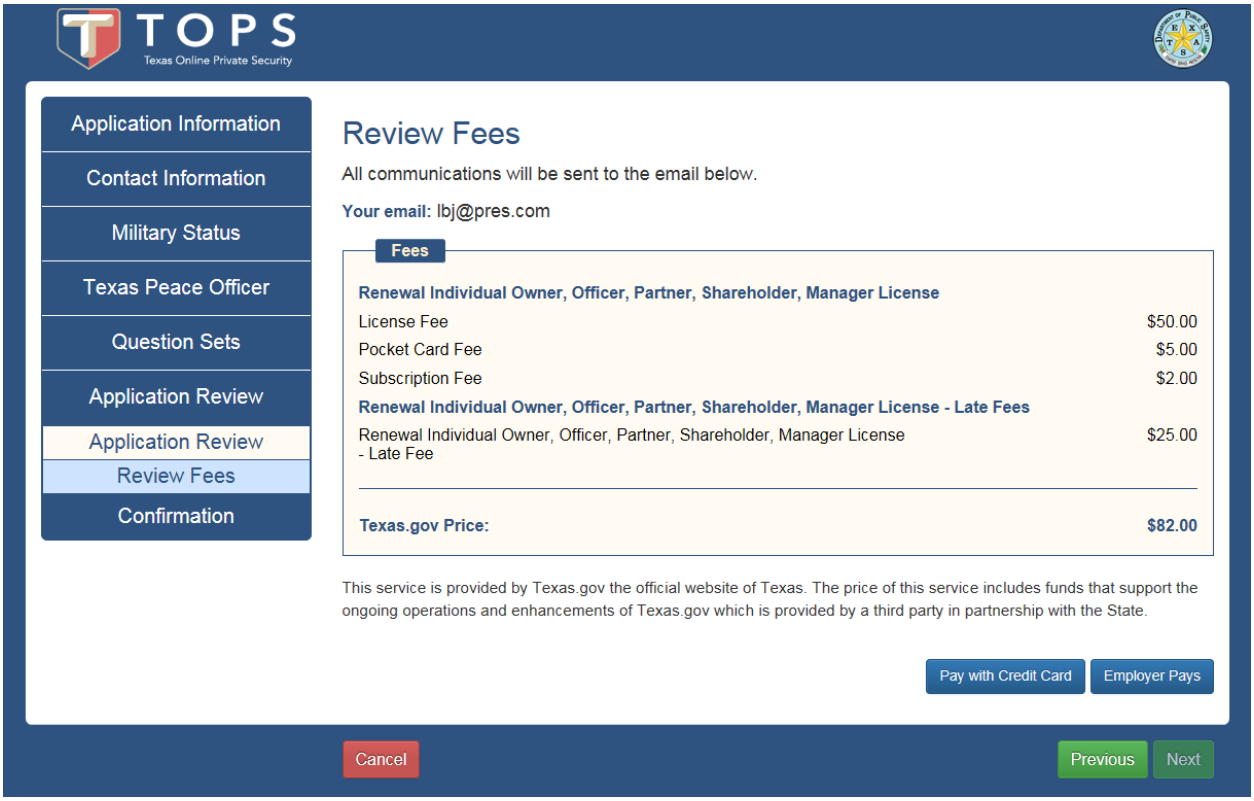
Select NEXT after you have verified that the information on the review screen is correct



Review Fees

Navigation Tip:

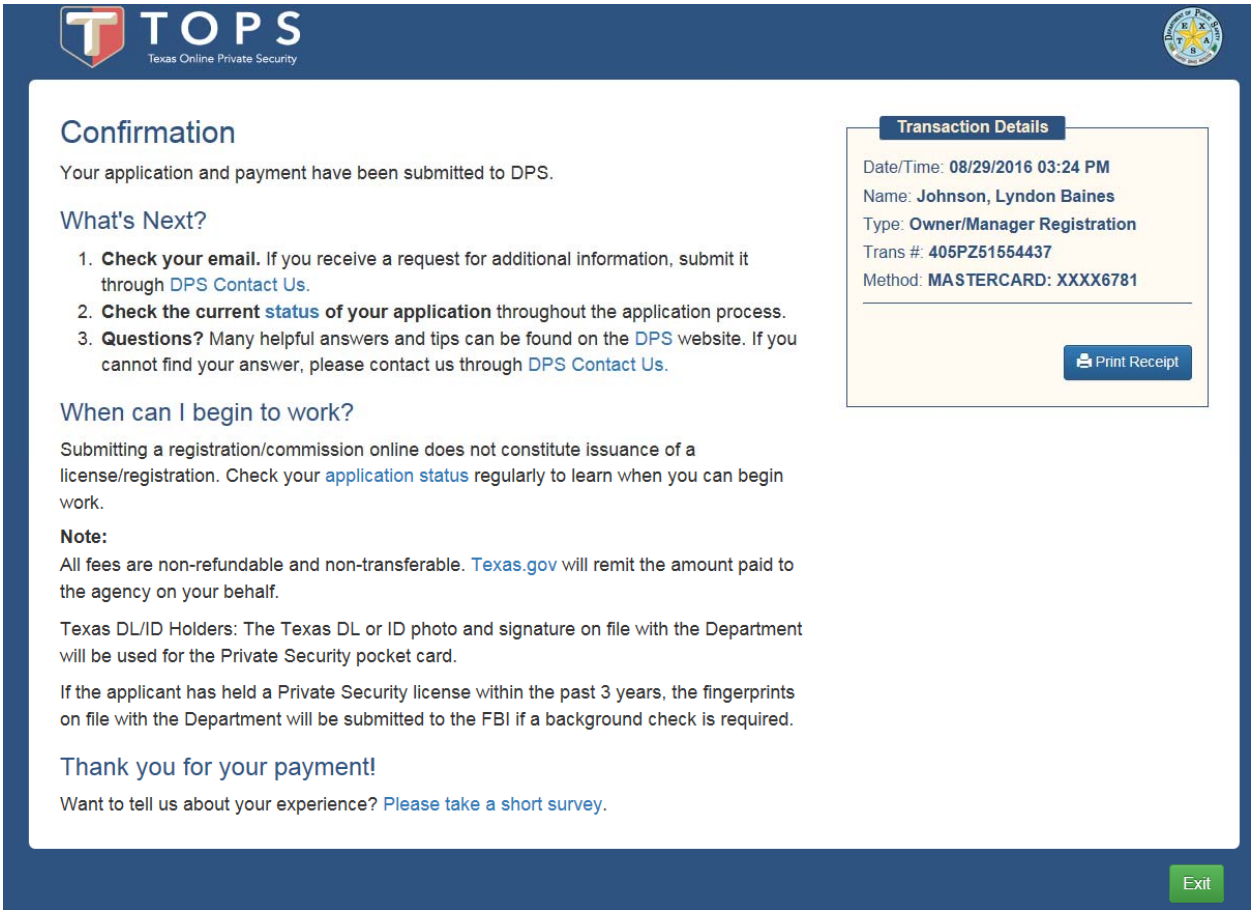
If you are affiliated to a company, you will have the option to either pay with Credit Card or select Employer Pays. The application must be paid within 14 business days. If you have selected Employer Pays, you will need to contact your employer to ensure they are aware of the application.



Confirmation

The confirmation page is displayed after payment if you did not include employer information, or after submitting the application for employer 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.