



NEW BUSINESS APPLICATION

Private Security Program

User Guide

Includes Application and Navigation Tips, information and screenshots of a new business application for a Private Security program license

Texas Department of Public Safety
<http://www.txdps.state.tx.us/rsd/psb/index.htm>

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Business Application

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 use the Update Email function in the Sign In area
4. The bottom of this page has links back to DPS web pages that include information on using the TOPS application, regulatory information, and additional program information.

TOPS
Texas Online Private Security

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
mm/dd/yyyy

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

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.
 - Completing the entire application and clicking the “Submit Application” button is the only way to save the application
 - The application cannot be submitted if all required information is not present
4. You will be given an opportunity to review and edit the application before it is submitted. Changes cannot be made once the business application is submitted.

Before you begin:

You will need the following information:

- Company Name and Address Information
 - Corporate Name (if any)
 - Assumed Name or DBA (if any)
- Ownership Type Information (sole proprietor, corporation, partnership, LLC, LLP,)
 - Percentage of Ownership held by shareholders
 - Corporate Officer(s) of the business (if any)
- For each Owner, Qualified Manager, Shareholder and/or Corporate Officer:
 - Ownership Percentage
 - First Name
 - Last Name
 - Date of Birth
 - Unique Email Address

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

Submit a NEW Business 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. Begin by clicking the red Start Business Application button.

TOPS
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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

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 Information

Business Type

Select the type of business for this application. The lists below the business type indicate applicable services.

In this example, the applicant has selected Contracting Company. Clicking NEXT will advance the application to select the services offered.

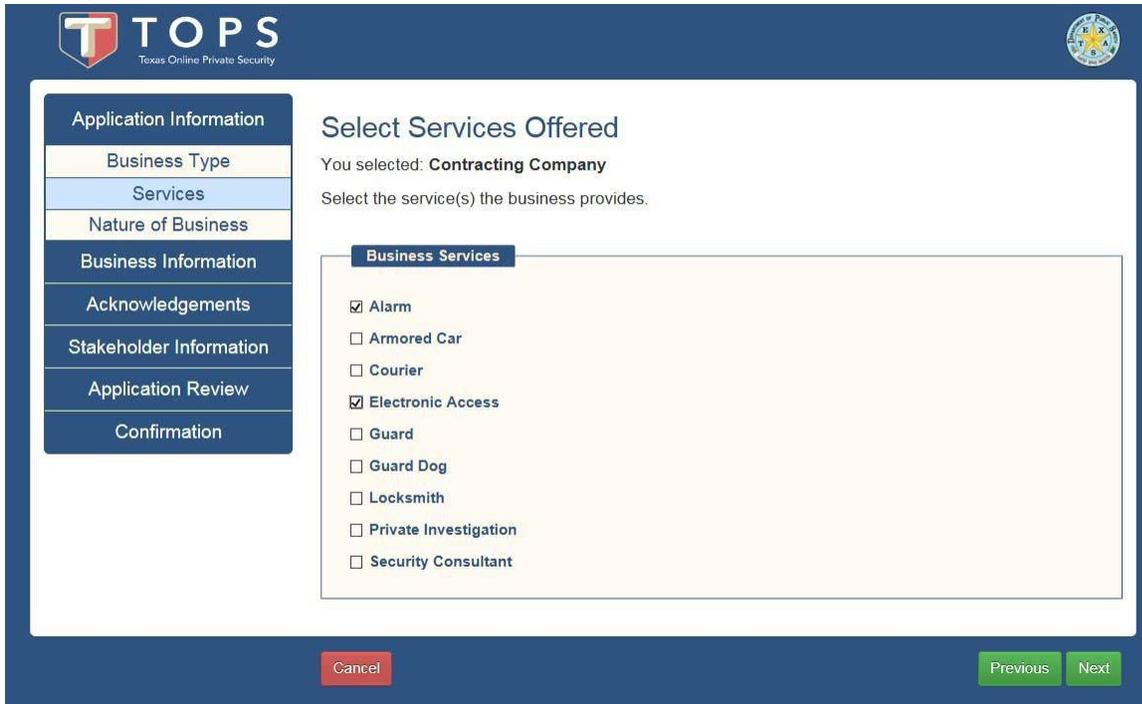
The screenshot displays the TOPS (Texas Online Private Security) application interface. On the left is a vertical navigation menu with the following items: Application Information, Business Type (highlighted), Services, Nature of Business, Business Information, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled "Business Type" and includes the instruction "Select the appropriate type of business." Below this, there are five radio button options, each with a list of applicable services:

- Contracting Company**
 - Alarm
 - Armored Car
 - Courier
 - Electronic Access
 - Guard
 - Guard Dog
 - Locksmith
 - Private Investigation
 - Security Consultant
- Government Letter of Authority**
 - Government Entity with Internal Security Staff
- Private Business Letter of Authority**
 - Private Business with Internal Security Staff
- Telematics**
 - Vehicle Communication
- Training School**
 - Alarm Basic Training School
 - Alarm Continuing Education
 - Electronic Access Continuing Education
 - Level 3 Training School
 - Level 4 Training School
 - Guard Dog Continuing Education
 - Locksmith Continuing Education
 - Private Investigation Continuing Education
 - Security Continuing Education

At the bottom of the interface, there are three buttons: a red "Cancel" button on the left, and two green buttons, "Previous" and "Next", on the right.

Services

What specific services are offered by your business?



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Application Information

- Business Type
- 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](#)

Nature of Business

A brief description of your business

The screenshot shows the 'Nature of Business' form in the TOPS system. The left sidebar contains a navigation menu with the following items: Application Information, Business Type, Services, Nature of Business (highlighted), Business Information, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Nature of Business' and includes the instruction 'Enter a brief description of the service(s) the business provides.' Below this is a text input field with the value 'Install and Monitor alarm systems' and a character count of '267 characters remaining'. At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.

Business Information

Business Name

Provide the name of the corporation, company or full name of sole proprietor and a DBA (if any)

The screenshot shows the 'Business Name' form in the TOPS system. The left sidebar contains a navigation menu with the following items: Application Information, Business Information (highlighted), Business Name (highlighted), Business Address, Business Contact, Business Structure, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Business Name' and includes the instruction 'Enter the corporation, partnership or sole proprietor name.' Below this is a text input field with the value 'Sample Alarm Service'. A required question follows: 'Will your business operate under an Assumed Name (DBA: Doing Business As)?' with radio button options for 'Yes' (selected) and 'No'. Below this is another text input field for the assumed name, with the value 'Sample Services'. At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.

Business Address

Physical location of the business, and a mailing address.

These can be the same or different addresses

Physical address cannot be a PO Box

The screenshot shows the 'Business Address' section of the TOPS application. On the left is a navigation menu with the following items: Application Information, Business Information, Business Name, Business Address (highlighted), Business Contact, Business Structure, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Business Address' and includes the instruction: 'Enter the business address(es). Physical address cannot be a Post Office Box.' There are two main sections: 'Physical Address' and 'Mailing Address'. The 'Physical Address' section contains the following fields: 'Country required' (dropdown menu with 'United States of America' selected), 'Address 1 required' (text input with '1 Main St'), 'Address 2' (text input), 'City required' (text input with 'Anytown'), 'State required' (dropdown menu with 'Texas' selected), 'Postal Code required' (text input with '78888'), and 'County required' (dropdown menu with 'Hunt' selected). The 'Mailing Address' section has a checkbox labeled 'Same as Physical Address' which is checked. At the bottom of the form are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

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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
1 Main St

Address 2

City required Anytown **State** required Texas **Postal Code** required 78888 **County** required Hunt

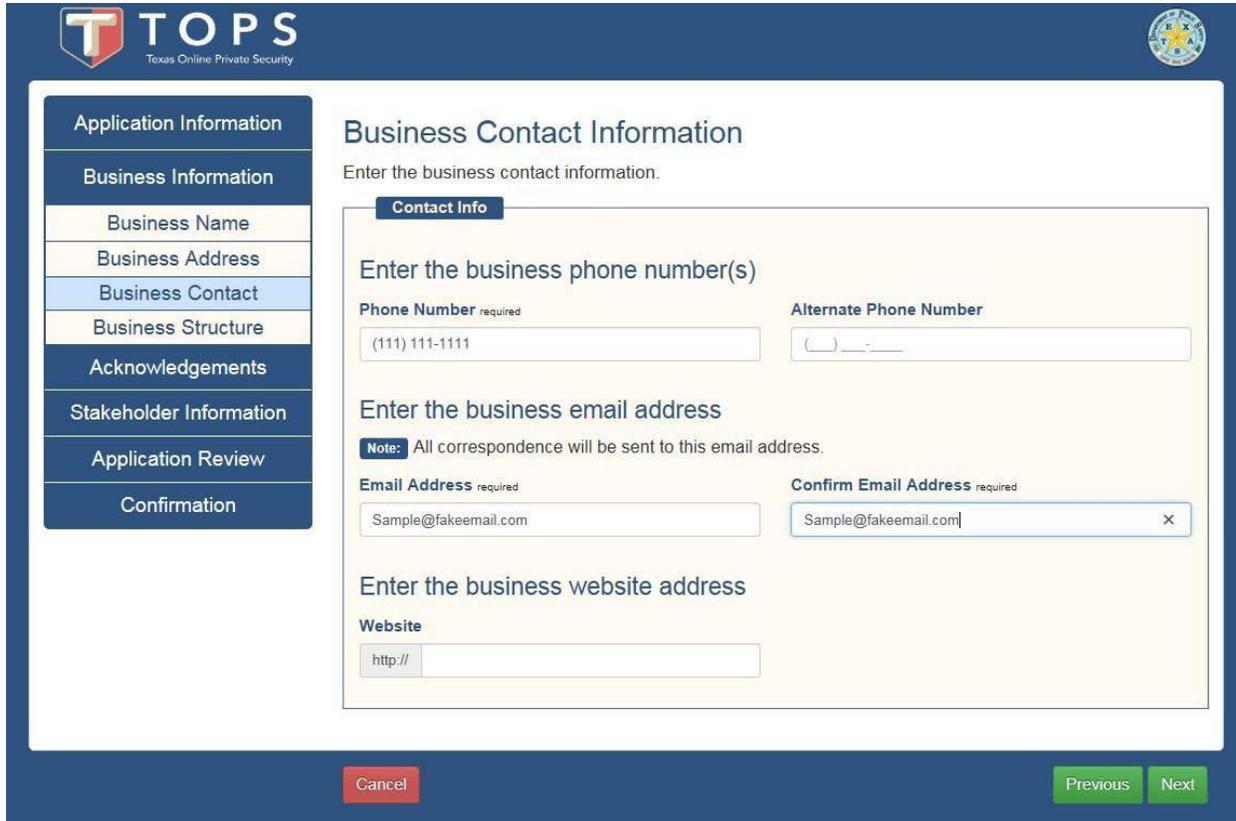
Mailing Address

Same as Physical Address

Cancel Previous Next

Business Contact

A phone number and an email address for the business are required. All company correspondence will be sent to the email address provided in this field.



The screenshot shows the 'Business Contact Information' form within the TOPS (Texas Online Private Security) application. The form is part of a multi-step process, with 'Business Contact' being the current step. The left sidebar contains a navigation menu with the following items: Application Information, Business Information, Business Name, Business Address, Business Contact (highlighted), Business Structure, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Business Contact Information' and includes the instruction 'Enter the business contact information.' Below this, there is a 'Contact Info' section with the following fields: 'Phone Number' (required) with the value '(111) 111-1111', 'Alternate Phone Number', 'Email Address' (required) with the value 'Sample@fakeemail.com', 'Confirm Email Address' (required) with the value 'Sample@fakeemail.com', and 'Website' with the value 'http://'. A note states: 'Note: All correspondence will be sent to this email address.' At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

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Business Contact Information
Enter the business contact information.

Contact Info

Enter the business phone number(s)

Phone Number required: (111) 111-1111

Alternate Phone Number

Enter the business email address

Note: All correspondence will be sent to this email address.

Email Address required: Sample@fakeemail.com

Confirm Email Address required: Sample@fakeemail.com

Enter the business website address

Website: http://

Cancel Previous Next

Business Structure

This information drives the types of ownership applications that will be required.

If you select the incorrect type, you can return to this page to make the necessary changes and progress through the rest of the application. Changes cannot be made once the business application is submitted.

Based on your business structure selections, additional questions will be displayed. This will determine the type of ownership documentation required to complete the application once it is submitted.

The screenshot displays the TOPS (Texas Online Private Security) application interface. The header includes the TOPS logo and the Texas State Seal. A left-hand navigation menu lists the following steps: Application Information, Business Information, Business Name, Business Address, Business Contact, Business Structure (highlighted), Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled "Business Structure" and contains the question "How is the business structured?" with a "required" label. Below the question is a list of radio button options: Corporation (Inc., Corp.), General Partnership (selected), Limited Partnership, Limited Liability Company (LLC), Limited Liability Partnership (LLP), and Sole Proprietorship. At the bottom of the interface are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green).

Acknowledgement Questions

Required to acknowledge understanding

Application cannot proceed if these are not checked



The screenshot shows the TOPS (Texas Online Private Security) application interface. The header includes the TOPS logo and the Texas state seal. A left-hand navigation menu lists the following steps: Application Information, Business Information, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The Acknowledgements section is currently active and contains two questions, both of which have been checked:

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 of notice of a deficiency, 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 that the information provided is true and correct, and I understand that this is an official Government record and that any false statement made on this document or any other supplement provided to DPS may result in criminal prosecution. required

At the bottom of the interface, there are three buttons: a red "Cancel" button, and two green buttons labeled "Previous" and "Next".

Stakeholder Information

Navigation Tip:

- Save the information for the stakeholder by clicking the Add Stakeholder button
- This must be completed for all stakeholders, even if the company is a sole proprietorship with one owner/manager
- Repeat the process to add additional stakeholders
- Do not click on the green NEXT button until all stakeholders have been added and are listed in the table at the bottom of the page (the third screenshot in this section)

Application Tip:

- Stakeholder Type is either Business or Individual
 - Individuals or businesses included should match those on the official business documents such as the Assumed Name Certificate or Articles of Incorporation

The screenshot shows the TOPS (Texas Online Private Security) application interface. On the left is a navigation menu with the following items: Application Information, Business Information, Acknowledgements, Stakeholder Information, Stakeholders (highlighted), Electronic Signature, Application Review, and Confirmation. The main content area is titled "Business Stakeholders" and includes the following text: "Depending on the structure of the business this may include an Owner, Partner, Corporate Officer, Shareholder, Manager, Point of Contact, etc." and "The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc." Below this is the instruction "Enter your Stakeholder(s) below:" and a button labeled "Add Stakeholder". A text box contains instructions: "If there are stakeholders listed below, please review and edit as necessary using the Actions dropdown. If not, select your 'Stakeholder Type' from the dropdown below then fill out the required information. Once that is complete click the 'Add Stakeholder' button. If you need to add additional stakeholders, fill out the form again and click 'Add Stakeholder' until all the requirements are fulfilled. Click Next to continue when ready." Below the text box is a dropdown menu for "Stakeholder Type" with the label "required" and the options "select one", "Business", and "Individual". At the bottom of the form are three buttons: "Cancel", "Previous", and "Next".

- Qualified Manager or Supervisor Information
 - A license holder's business shall be operated under the direction and control of one qualified manager.
 - If the manager lacks the experience to qualify for each category of service included in a license or application, the license holder must designate a supervisor who is responsible for each service for which the manager is not qualified.

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Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Corporate Officer, Shareholder, Manager, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

Add Stakeholder

If there are stakeholders listed below, please review and edit as necessary using the Actions dropdown. If not, select your 'Stakeholder Type' from the dropdown below then fill out the required information. Once that is complete click the "Add Stakeholder" button. If you need to add additional stakeholders, fill out the form again and click "Add Stakeholder" until all the requirements are fulfilled. Click Next to continue when ready.

Stakeholder Type required
Individual

Last Name required: Sample
First Name required: John
Middle Name:
Suffix: select one

Email Address required: jsample@fakeemail.com
Confirm Email Address required: jsample@fakeemail.com

Date of Birth required: 01/01/1990

Select the role(s) for this individual required

Authorized Person
 Manager
 Partner
 Primary Contact

Ownership Percentage
70 %
Total : 0 %

Buttons: Cancel, Previous, Next, Reset, Add Stakeholder

- All business types must account for 100% ownership with the exception of publicly traded Corporations and publicly traded LLC's.
- All corporate owned businesses must provide corporate officer information.




- Application Information
- Business Information
- Acknowledgements
- Stakeholder Information
- Stakeholders
- Electronic Signature
- Application Review
- Confirmation

Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Corporate Officer, Shareholder, Manager, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

Add Stakeholder

If there are stakeholders listed below, please review and edit as necessary using the Actions dropdown. If not, select your "Stakeholder Type" from the dropdown below then fill out the required information. Once that is complete click the "Add Stakeholder" button. If you need to add additional stakeholders, fill out the form again and click "Add Stakeholder" until all the requirements are fulfilled. Click Next to continue when ready.

Stakeholder Type required

select one

List of Stakeholders

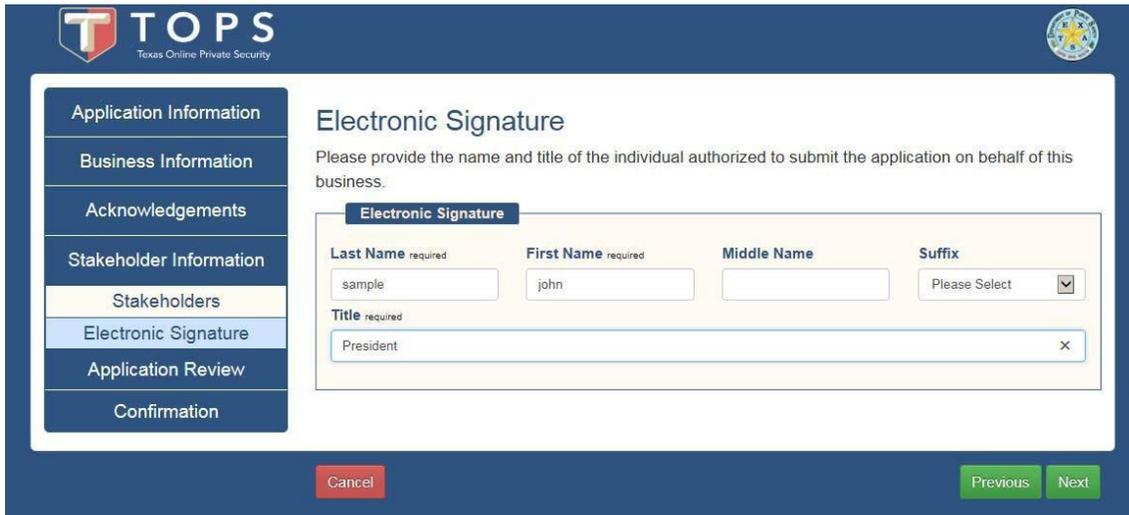
| Name | Email Address | Date of Birth | Role | Ownership Percentage % | Actions |
|---------------|-----------------------|---------------|---------------------------------------|------------------------|-----------|
| Sample, John | jsample@fakeemail.com | 01/01/1990 | Partner Manager Primary Contact | 70% | Actions ▾ |
| Sample, Julie | JulieS@fakeemail.com | 01/01/1990 | Partner | 30% | Actions ▾ |

Total: 100 %

Cancel
Previous
Next

Electronic Signature

Name and Title of person submitting application



The screenshot displays the TOPS (Texas Online Private Security) application interface. The header includes the TOPS logo and the text "Texas Online Private Security" on the left, and a circular seal on the right. A vertical navigation menu on the left lists the following steps: Application Information, Business Information, Acknowledgements, Stakeholder Information, Stakeholders, Electronic Signature (highlighted in blue), Application Review, and Confirmation. The main content area is titled "Electronic Signature" and contains the instruction: "Please provide the name and title of the individual authorized to submit the application on behalf of this business." Below this instruction is a form titled "Electronic Signature" with the following fields: "Last Name" (required) with the value "sample", "First Name" (required) with the value "john", "Middle Name" (empty), and "Suffix" (a dropdown menu with "Please Select" and a downward arrow). Below these fields is a "Title" (required) field with the value "President" and a clear button (X). At the bottom of the interface, there are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green).

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

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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 [Edit](#)

Services Selected: Alarm
Electronic Access

Nature of Business: Install and Monitor alarm systems

Business Name: Sample Alarm Service

DBA: Yes

Doing Business As: Sample Services

Business Information [Edit](#)

Physical Address: 1 Main St
Anytown, TX 78888
Hunt

Mailing Address: Same as Physical Address

Primary Phone Number: (111) 111-1111

Alternate Phone Number:

Email Address: Sample@fakeemail.com

Business Structure: General Partnership

Acknowledgments [Edit](#)

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 of notice of a deficiency, to turn in all required documentation, supplemental information and/or fees OR this application will be abandoned and I will be required to reapply.
Yes

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

Stakeholders [Edit](#)

| Name | Email Address | Date of Birth | Role | Ownership % |
|---------------|-----------------------|---------------|---------------------------------------|-------------|
| Sample, John | jsample@fakeemail.com | 01/01/1990 | Partner Manager Primary Contact | 70% |
| Sample, Julie | JulieS@fakeemail.com | 01/01/1990 | Partner | 30% |

Electronic Signature [Edit](#)

Name: sample, john
Title: President

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

Required Stakeholder Applications

Application Tip:

Stakeholders listed on this screen are required to fill out an application online.

Stakeholders will be notified by email to go online, log in and complete their individual application.

Once all stakeholders have submitted applications, the business email address and all stakeholders will receive an email that the application can be paid for and submitted.

Click the Submit Application button to proceed.

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Required Stakeholder Applications

Business Name: Sample Services

All communications will be sent to the email below.
Sample@fakeemail.com

Select Submit Application to notify the following stakeholders by email to submit their applications. After all stakeholder applications have been submitted all parties will be notified that payment is due.

| Name | Email Address | Date of Birth | Role | Ownership % |
|---------------|-----------------------|---------------|---------------------------------------|-------------|
| Sample, John | jsample@fakeemail.com | 01/01/1990 | Partner Manager Primary Contact | 70 |
| Sample, Julie | JulieS@fakeemail.com | 01/01/1990 | Partner | 30 |

Submit Application

Cancel Previous Next

Confirmation

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

You will also receive this information in email

The Exit button returns you to the Landing Page



Confirmation

Your application for a business license has been initiated.

What's Next?

- Notify stakeholders** to login to TOPS and submit a stakeholder application, if applicable. They will receive notification via email as well.
- Mark your calendar.** All required stakeholder applications and payment for business application fees must be performed within **15 days**. After 15 days, this application will be purged and you will have to resubmit your application.
- Pay for the application.** After all applicable stakeholders submit their application(s), a single payment is required for the business license and all stakeholder fees.
- Check your email.** All stakeholders will be notified by email if additional actions are required.
- Check the current status of your application** throughout the application process.
- 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](#).

These stakeholders have been notified by email at the email addresses listed below.

| Name | Email Address | Date of Birth | Role | Ownership % |
|---------------|-----------------------|---------------|---------------------------------------|-------------|
| Sample, John | jsample@fakeemail.com | 01/01/1990 | Partner Manager Primary Contact | 70 |
| Sample, Julie | JulieS@fakeemail.com | 01/01/1990 | Partner | 30 |

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.

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

Transaction Details
Date/Time: 08/14/2016 04:00 PM
Business Name: Sample Services
Type: Contracting Company
[Print Receipt](#)

[Exit](#)