



EMPLOYMENT VERIFICATION

Private Security Program

User Guide

Includes process and screenshots for completing employment verifications and application payment 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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Employment Verification

What is Employment Verification?

1. Who can perform Employment Verification?
 - Stakeholders - Owner/Partner/Corporate Officer/Shareholder/Manager (does not include Branch Managers)
2. Verify that an individual works for your company
 - Yes, add hire date
 - No, select reason
3. Verifications come from two sources
 - New license applications
 - Employee Information Updates (individuals that currently hold a registration that are new to your company)
4. After employment is verified, payment must be made
 - Employer can choose to pay
 - Employee can self-pay
5. FAQs are available on the [Private Security website](#) if you require additional information

Employment Verification process

1. When individuals submit application, the confirmation screen directs them to inform their employer of pending employee verifications.
2. Individuals, including owner/ partner/corporate officers/shareholders/manager **Sign-In** to view employee verification requests
3. 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.
4. When you Sign In, you will be taken to a page displaying your information called “My Profile”.

NOTE: This guide will show the various screens and only highlight areas that are specific to the program, rather than common fields such as hire date

TOPS
Texas Online Private Security

DEPARTMENT OF PUBLIC SAFETY
TEXAS
COURTESY SERVICE PROVIDERS

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?](#)

My Profile

My Registrations

Type: Instructor Registration
License #: 000001
Endorsement Issue Date
Continuing Education Instructor 08/15/2014
Alarm Instructor 05/16/2016

My Businesses

BEST Guard of Texas
Type: Training School
License #: F000001
Status: Active

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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.

My Profile page

There are four sections on the My Profile page

- The first two contain Application information
 - My Applications – individual application information
 - My Business Applications – stakeholder and business application status
- The last two contain Registration Information
 - My Registrations – all licenses you hold
 - My Businesses – business licenses where you are a stakeholder

Employment Verifications are found in My Businesses.

- Employment Verifications and Employee Payments will only be present if there are pending items.
- Click on the **+** sign next to Employment Verifications to view/access pending items.

The screenshot shows two main sections: 'My Registrations' and 'My Businesses'. The 'My Registrations' section contains two license entries. The first is for 'Type: Unarmed Registration' with License #: 00008701, featuring an endorsement for 'Alarm Systems Installer' issued on 05/16/2016 and expiring on 08/16/2018 (727 days), with an 'Active' status. The second is for 'Type: Owner/Manager Registration' with License #: 00008702, featuring two endorsements: 'Partner' and 'Manager', both issued on 08/16/2016 and expiring on 08/16/2018 (727 days), with an 'Active' status. The 'My Businesses' section shows a business named 'Sample Services' (Type: Contracting Company, License #: B00005701, Status: Active, Expires: 07/31/2017). Underneath, the 'Employment Verifications' table lists a record for 'sample, kim' as an 'Alarm Salesperson' in 'austin, TX', with 'Add Hire Date' and 'Deny' buttons. A red box highlights the first row of this table. There is also an 'Add Branch' button.

My Registrations

Endorsement	Issue Date	Last Renewal	Expiration	Status
Alarm Systems Installer	05/16/2016		08/16/2018 (727 days)	Active

Endorsement	Issue Date	Last Renewal	Expiration	Status
Partner	08/16/2016		08/16/2018 (727 days)	Active
Manager	08/16/2016		08/16/2018 (727 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.

Name	Registration Type	Address	Actions
sample, kim	Alarm Salesperson	austin, TX	Add Hire Date Deny

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Completing Employment Verification

Select the appropriate action for the individual

- Add Hire Date is the positive response
- Deny will ask for a reason

NOTE: Approval or denial of employment will send an email to the applicant to provide next steps.

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.

Sample Services [View Details](#) **Type:** Contracting Company **License #:** B00005701
Status: Active **Expires:** 07/31/2017

Employment Verifications

Name	Registration Type	Address	Actions
sample, kim	Alarm Salesperson	austin, TX	Add Hire Date Deny

Branches Offices [Add Branch](#)

Approval

Approve Employee sample, kim ✕

Are these the correct registration type(s) required
Alarm Salesperson

Yes **No**

Date of Employment

✕

Denial

Deny Employee dad, associate ✕

What is the reason for denying this employee? required

select one

Incorrect Registration

This person does not work for me

Cancel Deny

Payment

NOTE: An application is not submitted to DPS until payment is complete.

After Employment Approval, a new item will appear under your business for Employee Payments.

The employer can elect to pay for the application or allow the employee to pay.

Click on the **+** sign next to Employee Payments to view all applications that are ready for payment.

If there are multiple employees listed, check the box to the left of the employee name to select the application for payment, or check the box to select all for payment. Then click on the Pay for Applications button.

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.

☰ Sample Services View Details **Type:** Contracting Company **License #:** B00005701

Status: Active **Expires:** 07/31/2017

+ Branches Offices Add Branch

☰ **Employee Payments**

Select All Payments

<input type="checkbox"/>	Pay	Name	Registration Type	Address	Expiration	App Fee
<input type="checkbox"/>		sample, kim	Alarm Salesperson	austin, TX	09/04/2016	\$62.00

Pay for Applications

Once you have selected Pay for Applications, you will be taken to a confirmation screen.

- If this is correct, select your method of payment – Credit Card or Electronic Check
- If there is an application listed that should not be, it can be removed by checking the box to the left of the name and clicking the Remove button.

Business: Sample Alarm Service Texas.gov Price: \$62.00

Remove	Name	Registration Type	Address	Application Expiration Date	Total
<input type="checkbox"/>	sample, kim	Alarm Salesperson	austin, TX	09/04/2016	\$62.00

[Remove](#)

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[Pay with Credit Card](#) [Pay with Electronic Check](#)

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

Selecting a method of payment will progress to the Payment process.

Once payment is complete, you will see a confirmation page displaying the next steps. This information will also be sent in email.

Confirmation

Your employee application(s) and payment have been submitted to DPS.

What's Next?

1. **Check your email.** You or the applicant will be notified by email if additional actions are required.
2. **Viewing employee statuses.** Perform a [Search](#) to get updates on an employee's registration status.
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 a registration/commission online does not constitute issuance of a license/registration. Check your [application status](#) regularly to learn when you can begin work.

Receipt

Business Name: **Sample Alarm Service**
Transaction #: **405PV51552913**
Receipt Date and Time: **08/19/2016 08:14 AM**
Method: **MASTERCARD:XXXX6781**

Name	Registration Type	Address	Application Expiration Date	Total
sample, kim	Alarm Salesperson	austin, TX	09/04/2016	\$62.00

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.

Texas.gov Price: \$62.00
[Print Receipt](#)

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.](#)

[Return to My Profile](#)