



# NEW INDIVIDUAL APPLICATION

## Private Security Program

### User Guide

Includes Application and Navigation Tips, information and screenshots of a new Individual 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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## Confirmation

Your 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 a registration/commission online does not constitute issuance of a license/registration. Check your [application status](#) regularly 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.

### Thank you for your payment!

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

#### Transaction Details

Date/Time:

Name:

Type:

Trans #:

Method:

 Print Receipt

Exit

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Confirmation with Employer..... 19

# Individual 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 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 program information.
5. Search License function allows search for information on individuals or companies licensed by the Private Security program

**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

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

## Before you begin:

You will need the following information:

- Personal UNIQUE email address
- Company License Number or Credit/Debit Card Information

\*Please note: If you do not provide employer information, you are responsible for the application fee.

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

# Submit a NEW Individual 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 Individual Application button.

The image shows a screenshot of the Texas Online Private Security (TOPS) website. At the top left is the TOPS logo with the text "Texas Online Private Security". At the top right is the Texas Department of Public Safety logo. The main content area is divided into three sections:

- Welcome to the TOPS Registration/Commission Application:** This section includes the text "Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps." Below this are two red buttons: "Start Individual Application" and "Start Business Application". There is also a search bar with the text "Search Licensees".
- Smartphone Display:** A hand is holding a smartphone displaying the TOPS mobile app. The app screen shows a "Thank You for your payment!" message, followed by "My Profile" and "My Registrations". Under "My Registrations", there is a checkbox for "Instructor Registration" with details: License #: 000001, Endorsement: Continuing Education Instructor (08/10/2018), and Alarm Instructor (05/16/2018). Under "My Businesses", there is a checkbox for "BEST Guard of Texas" with details: Type: Training School, License #: FG00001, and Status: Active.
- Sign In Form:** A white sign-in form is overlaid on the right side of the page. It has the title "Sign In" and three required fields: "Email required", "Date of Birth required" (with a placeholder "mm/dd/yyyy"), and "Last Name required". Below these fields is a green "Submit" button and a link for "Update Email?".

At the bottom of the page, there are three columns of links:

- 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.

At the very bottom, a small disclaimer reads: "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

## Application Type

Select the type of application. The lists below the application type indicate applicable registrations.

In this example, the applicant has selected Unarmed Registration. Clicking NEXT will advance the application to select the registration type.

**TOPS**  
Texas Online Private Security

**Individual Application**

Choose a registration type.

**Select Application Type**

- Armed Registration**
  - Commissioned Security Officer
  - Governmental Letter of Authority Commissioned Security Officer
  - Governmental Letter of Authority Personal Protection Officer
  - Personal Protection Officer
- Instructor Registration**
  - Level I Alarm Instructor
  - Level III Classroom Instructor
  - Level III Firearms Instructor
  - Level IV Personal Protection Instructor
- Owner/Manager Registration**
  - Manager
- Unarmed Registration**
  - Alarm Salesperson
  - Alarm Systems Installer
  - Alarm Systems Monitor
  - Branch Office Manager
  - Continuing Education Instructor
  - Electronic Access Control Device Installer
  - Employee of License Holder
  - Guard Dog Trainer
  - Governmental Letter of Authority Non-Commissioned Security Officer
  - Locksmith
  - Non-Commissioned Security Officer
  - Private Investigator
  - Security Consultant
  - Security Salesperson

Cancel Previous Next

# Registration Type

Choose a registration type from the list

**TOPS**  
Texas Online Private Security

**Application Information**

- Application Type
- Registration Type**
- Personal Information
- Employment Information
- Contact Information
- Military Status
- Texas Peace Officer
- Question Sets
- Application Review
- Confirmation

### Unarmed Registration

Choose the appropriate endorsement. required

**Unarmed Registration Type**

- Alarm Salesperson
- Alarm Systems Installer
- Alarm Systems Monitor
- Branch Office Manager
- Continuing Education Instructor
- Electronic Access Control Device Installer
- Employee of License Holder
- Guard Dog Trainer
- Governmental Letter of Authority Non-Commissioned Security Officer
- Locksmith
- Non-Commissioned Security Officer
- Private Investigator
- Security Consultant
- Security Salesperson

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

## Personal Information

### Personal Information

Submit a UNIQUE email address. Each person accessing TOPS is required to have a unique email address. TOPS users cannot share email addresses.

Submit a PRIMARY email address. The email address you provide should be an email address you access frequently and that is portable (may not necessarily be a company email address – the choice is yours).

All correspondence from the department will be sent to the email address provide in this field.

The screenshot shows the 'Personal Information' section of the TOPS (Texas Online Private Security) application. The form is set against a dark blue header with the TOPS logo and a Texas state seal. A left-hand navigation menu lists various steps: Application Information, Application Type, Registration Type, Personal Information (highlighted), Employment Information, Contact Information, Military Status, Texas Peace Officer, Question Sets, Application Review, and Confirmation. The main content area is titled 'Personal Information' and includes a note: 'Name provided on the application should match the name on your Personal Identification. Note: For Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the Private Security pocket card.' Below this is a 'Personal Information' sub-section with the following fields: Last Name (Sample), First Name (John), Middle Name, Suffix (Please Select), Email Address (jsample@fakeemail.com), Confirm Email Address (jsample@fakeemail.com), Social Security Number, Confirm Social Security Number, Date of Birth (01/01/1990), Country of Birth (United States of America), State of Birth (Texas), ID Type (Driver License), ID State (Texas), and ID Number.

**TOPS**  
Texas Online Private Security

**Personal Information**

Name provided on the application should match the name on your Personal Identification.

**Note:** For Texas DL/ID holders: The Texas DL or ID photo on file with the Department will be used for the Private Security pocket card.

**Personal Information**

**Last Name** required: Sample  
**First Name** required: John  
**Middle Name**:  
**Suffix**: Please Select

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

**Social Security Number** required:  
**Confirm Social Security Number** required:

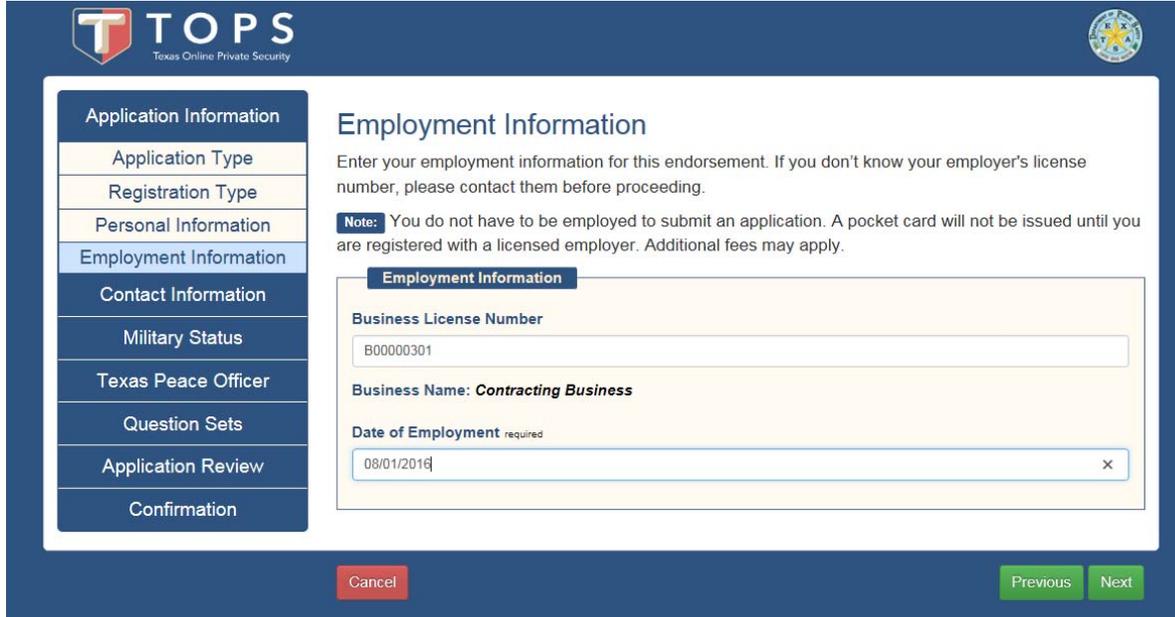
**Date of Birth** required: 01/01/1990  
**Country of Birth**: United States of America  
**State of Birth**: Texas

**ID Type** required: TX DL or ID preferred: Driver License  
**ID State** required: Texas  
**ID Number** required:

Cancel Previous Next

## Employment Information

Entering the business license number will populate the name of the business, verify the name before proceeding.



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 sections: Application Information, Application Type, Registration Type, Personal Information, Employment Information (highlighted), Contact Information, Military Status, Texas Peace Officer, Question Sets, Application Review, and Confirmation.

### Employment Information

Enter your employment information for this endorsement. If you don't know your employer's license number, please contact them before proceeding.

**Note:** You do not have to be employed to submit an application. A pocket card will not be issued until you are registered with a licensed employer. Additional fees may apply.

**Employment Information**

**Business License Number**

**Business Name:** *Contracting Business*

**Date of Employment** required

Navigation buttons: [Cancel](#), [Previous](#), [Next](#)

## Address Information

Physical address cannot be a PO Box. Physical and mailing address can be the same. Your pocket card will be mailed to the address provide in this field.

**TOPS**  
Texas Online Private Security

**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 Postal Code required County required  
Texas XXXXX or XXXXX-XXXX select one

**Mailing Address**

Same as Physical Address

Country required  
United States of America

Address 1 required

Address 2

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

**Contact Information**

Phone Number required Alternate Phone Number

Cancel Previous Next

# Demographic Information

## Personal information

The screenshot shows the 'Demographic Information' form within the TOPS (Texas Online Private Security) application. On the left is a navigation menu with the following items: Application Information, Contact Information, Address Information, Demographic Information (highlighted), Duties, Military Status, Texas Peace Officer, Question Sets, Application Review, and Confirmation. The main form area is titled 'Demographic Information' and contains several required fields: Gender (dropdown), Height (feet) (dropdown), Height (inches) (dropdown), Weight (pounds) (text input), Eye Color (dropdown), Hair Color (dropdown), and Race (dropdown). Below these is an 'Aliases' section with a text area labeled 'Add text here.'. At the bottom of the form are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

# Job Duties

A short description of your job duties

The screenshot shows the 'Duties' form within the TOPS application. The navigation menu on the left is identical to the previous form, but 'Duties' is highlighted. The main form area is titled 'Duties' and includes the instruction: 'Give us a brief description of the Duties you'll be performing.'. Below this is a large text area labeled 'Duties required' with the placeholder text 'Add text here.'. A character count at the bottom right of the text area indicates '300 characters remaining'. At the bottom of the form are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

## Military and Peace Officer Information

### Military Status

Military status will determine application fees in accordance with [Senate Bill 807 \(84th Legislative Session\)](#).

Selecting Active Duty, Armed Forces Veteran or Spouse of Active Duty status will generate additional questions and require submission of supporting documentation.

The screenshot shows the 'Military Status' selection screen in the TOPS application. The left sidebar contains a menu with the following items: Application Information, Contact Information, Military Status, Military Status (highlighted), Texas Peace Officer, Question Sets, Application Review, and Confirmation. The main content area is titled 'Military Status' and includes the instruction 'Choose your Military Status. required'. Below this is a form with a header 'Military Status' and four radio button options: 'Not Applicable', 'Active Duty (Military or Texas Military Forces)', 'Spouse of Active Duty (Military or Texas Military Forces)', and 'Armed Forces Veteran'. At the bottom of the screen, there are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

### Peace Officer Status

Peace officer status will determine required fees and training requirement. Selecting Active or Retired status will generate additional questions and may require submission of supporting documentation.

The screenshot shows the 'Texas Peace Officer' selection screen in the TOPS application. The left sidebar contains a menu with the following items: Application Information, Contact Information, Military Status, Texas Peace Officer, Texas Peace Officer (highlighted), Question Sets, Application Review, and Confirmation. The main content area is titled 'Texas Peace Officer' and includes the instruction 'Choose your Texas Peace Officer status to proceed. required'. Below this is a form with a header 'Texas Peace Officer' and three radio button options: 'Not Applicable' (which is selected), 'Active', and 'Retired'. At the bottom of the screen, there are three buttons: 'Cancel' (red), 'Previous' (green), and 'Next' (green).

## Acknowledgement Questions

Read carefully and select the appropriate answer.

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

If you have selected Active Duty, Armed Forces Veteran or Spouse of Active Duty status additional questions will appear here.

If you have selected Active or Retired peace officer status additional questions will appear here.

The last two screen shots are questions pertaining to your background and acknowledgements of specific information about the program.



# Unarmed Registration

- Application Information
- Contact Information
- Military Status
- Texas Peace Officer
- Question Sets**
- Background Questions
- Application Review
- Confirmation

### Question Sets

#### Retired Peace Officer Questions

1. I am qualified for weapon type(s): (Choose One) required
  - Semi-Auto (SA)
  - Non Semi-Auto (NSA)
  - Shotgun
  - Semi-Auto & Shotgun (SA/STG)
  - Non Semi-Auto & Shotgun (NSA/STG)
2. I have reviewed and am familiar with Chapter 1702 of the Texas Occupations Code and related Administrative Rules. required
  - Yes
  - No
3. I certify that within the last 2 years I became an Honorably Retired Peace Officer certified by the Texas Commission on Law Enforcement (TCOLE). required
  - Yes
  - No
4. As proof of my retirement, I am submitting documentation from the Employing Agency or from the Texas Commission on Law Enforcement (TCOLE). required
  - Yes
  - No

#### Armed Forces Veteran Questions

1. I certify that I have served on active duty and was discharged or released from active duty. required
  - Yes
  - No

#### 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
  
9. Federal law prohibits the Department from issuing a license to anyone who is ineligible to work in the U.S. Are you a non-citizen? required
  - Yes - I must submit documentation of my federal employment authorization or a copy of my permanent resident card.
  - No

#### 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 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
  
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. required
  
3.  I understand, any pending charges or conviction referred to above 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
  
4.  I acknowledge I have reviewed the eligibility criteria of Texas Occupations Code §1702.113 and the definition of 'conviction' provided in §1702.371. In addition, I acknowledge I have reviewed the disqualifying offenses listed in Texas Administrative Code §35.4. required
  
5.  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

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

**TOPS**  
Texas Online Private Security

**Application Review**  
Review the application carefully. Select "Edit" to make corrections. Select "Next" to continue.

**Application Information**

- Contact Information
- Military Status
- Texas Peace Officer
- Question Sets
- Application Review
- Application Review
- Review Fees
- Confirmation

**Application Type**

Application Type: Unarmed Registration [Edit](#)

Registration Type: Alarm Systems Installer

Employment Date: 08/01/2016

Bus. License No.: B00000301

Business Name: Contracting Business

**Personal Information**

Last Name: Sample [Edit](#)

First Name: John

Middle Name:

Suffix:

SSN: 984-87-4984

Email Address: jsample@fakeemail.com

Date of Birth: 01/01/1990

Country of Birth: United States of America

State of Birth: Texas

ID Type: Driver License

ID State: Alabama

ID Number: JS1234

**Contact Information**

Physical Address: 8 Congress  
Austin, TX 78701  
Travis [Edit](#)

Mailing Address: Same as Physical Address

Primary Phone Number: (888) 888-8888

Secondary Phone Number:

Gender: Male

Height (feet): 6

Height (inches): 5

Weight (lbs): 280

Eye Color: Black

Hair Color: Black

Race: Asian or Pacific Islander

Aliases:

Duties: Install alarms

## Review Fees

### Navigation Tip:

If you provided employer information, selecting the Submit Application button alerts you to notify your employer to login and verify employment. The employer may elect to pay for the application at that time, or you will receive an email to submit payment after your employer has verified your registration.

If you did not provide employer information, select the Submit Application button to proceed to checkout where you will be required to provide credit/debit card information and submit payment.

**T O P S**  
Texas Online Private Security

**Application Information**

- Contact Information
- Military Status
- Texas Peace Officer
- Question Sets
- Application Review
- Application Review**
- Review Fees
- Confirmation

### Review Fees

All communications will be sent to the email below. Click the link to change the email.  
Your email: [jsample@fakeemail.com](mailto:jsample@fakeemail.com)

Fees	
<b>Alarm Installer License</b>	
License Fee	\$30.00
Pocket Card Fee	\$5.00
Subscription Fee	\$2.00
<b>FBI Fingerprint</b>	
FBI Fingerprint Fee	\$25.00
<hr/>	
<b>Texas.gov Price:</b>	<b>\$62.00</b>

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.

[Submit Application](#)

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

## Confirmation without Employer

If you did not enter employment information (company license number), this confirmation page will be displayed after your payment has been made.

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.

### Confirmation

Your 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 a registration/commission online does not constitute issuance of a license/registration. Check your [application status](#) regularly 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.

#### Thank you for your payment!

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

#### Transaction Details

Date/Time:  
Name:  
Type:  
Trans #  
Method:

[Print Receipt](#)

[Exit](#)

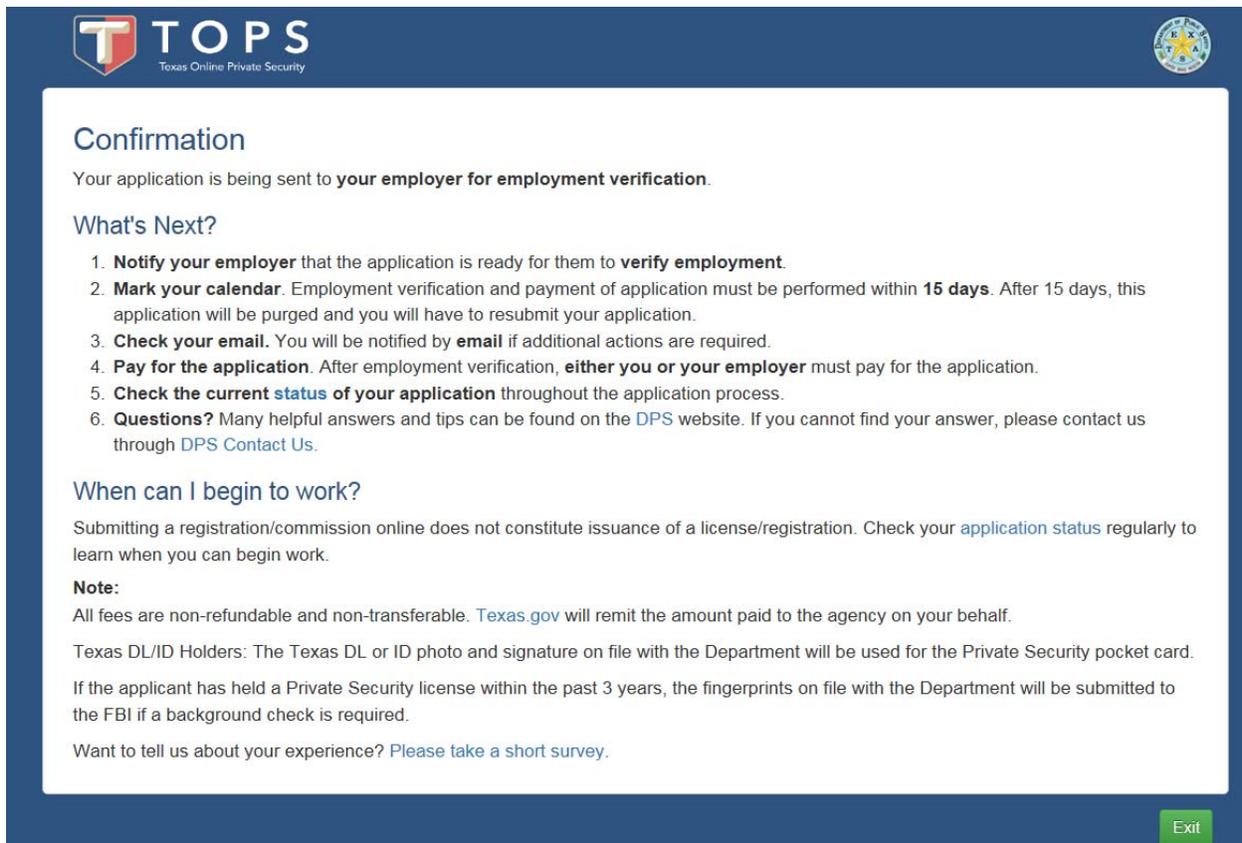
## Confirmation with Employer

If you entered employment information (company license number), this confirmation page will be displayed.

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.



The screenshot shows a web page with a dark blue header. On the left is the TOPS logo (Texas Online Private Security) and on the right is the Texas Department of Transportation logo. The main content area is white with a blue border. It features a 'Confirmation' section with a message about sending the application to the employer for verification. Below this is a 'What's Next?' section with a numbered list of six steps: 1. Notify your employer, 2. Mark your calendar (15 days), 3. Check your email, 4. Pay for the application, 5. Check the current status, and 6. Questions? A 'When can I begin to work?' section follows, explaining that online registration does not mean immediate work and providing a note about fees and background checks. At the bottom right, there is a green 'Exit' button.

**TOPS**  
Texas Online Private Security

**Confirmation**

Your application is being sent to **your employer for employment verification**.

**What's Next?**

1. **Notify your employer** that the application is ready for them to **verify employment**.
2. **Mark your calendar**. Employment verification and payment of application must be performed within **15 days**. After 15 days, this application will be purged and you will have to resubmit your application.
3. **Check your email**. You will be notified by **email** if additional actions are required.
4. **Pay for the application**. After employment verification, **either you or your employer** must pay for the application.
5. **Check the current status of your application** throughout the application process.
6. **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?**

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

[Exit](#)