Starting a New Individual Application

Have you been registered with the Private Security Program within the last 3 years?

Yes  No
New Individual Application (Unregistered Applicants)

Select Red Button to “Start individual application”
Do you know your email and password?

Yes                 No

Back
Login Trouble Shooting
Select “Can’t Log in”

Enter your Last Name as it appears on your driver license or ID card, Date of Birth, Social Security Number, and email. Check Box “I’m not a robot”, complete the Captcha, and Select Submit. Follow the prompts to complete the login process.
For applicants who have an existing profile
Enter your email and password.

Select the “My Applications” tab and select the Blue “Start Application” button.

Back Next
Individual Application

Application Information

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

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. Select Next
**Employment Information**

Entering the business license number will populate the name of the business, verify the name before proceeding. Note - If applying unaffiliated leave blank. Select Next

**Address Information**

Physical address cannot be a PO Box.
Demographic Information

Job Duties

A short description of your job duties is required. Select 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.
Acknowledgement Questions

Read carefully and select the appropriate answer. Application cannot proceed if all questions are not answered and all acknowledgements checked. The screen shots are questions pertaining to your background and acknowledgements of specific information about the program.
**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 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 pay after employment verification.

If you did not provide employer information, select the Submit Application button to proceed to payment.
Confirmation

The confirmation page provides the next steps to continue the application. If you did not include employer information, the confirmation page is displayed after payment. If you included employer information, the confirmation page contains information regarding employer verification. You will also receive this information by email. The Exit button returns you to the Landing Page.

**NOTE:** You will be unable to create an account or check the status of your application until after the required fees have been paid.

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**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 re-submit 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?**

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.

Want to tell us about your experience? Please take a short survey.