

# SUBMITTING STAKEHOLDER APPLICATIONS

Each stakeholder will receive an email with a link to complete the stakeholder application. Applicants new to the Private Security Program will simply click on the link provided in the email. Stakeholder applicants with existing TOPS profiles will need to login and locate the application under the My Business Applications tab. Click on the Apply button.

The screenshot shows a 'View Application Status' page. At the top, it displays 'Business Name: It's Alarming', 'Status: Pending', and 'Application Expiration Date: 05/25/2018'. On the right, it says 'Required Stakeholder Applications: 0 out of 1'. Below this is a table with columns: Name, Email Address, Role, Application Submitted?, and Actions. One row is visible for 'Alarms, Joe' with email 'joe@itsalarming.com' and role 'Corporate Officer, Manager, Shareholder'. The 'Application Submitted?' column shows 'No', and the 'Actions' column has an 'Apply' button highlighted with a red box.

Name	Email Address	Role	Application Submitted?	Actions
Alarms, Joe	joe@itsalarming.com	Corporate Officer, Manager, Shareholder	No	<a href="#">Apply</a>

**Managers and Supervisors only** – Select all applicable experience. Select Next.

The screenshot shows the 'Experience Acknowledgment' page. On the left is a navigation menu with options: Application Information, Experience Acknowledgment (highlighted), Personal Information, Contact Information, Military Status, Texas Peace Officer, Question Sets, Application Review, and Confirmation. The main content area asks 'What type(s) of Businesses have you had experience with?' and provides links for 'Title 10, Texas Occupations Code, Chapter 1702' and 'Title 37, Texas Administrative Code, Chapter 35. (§1702.114, §35.121, §35.122 and or §35.123)'. Below this is a section titled 'Experience Acknowledgment (Multiple Selections Allowed)' with a list of checkboxes for various experience types: Alarm (2 years Experience), Armored Car (2 years Experience), Courier (2 years Experience), Electronic Access (2 years Experience), Guard (2 years Experience), Guard Dog (2 years Experience), Locksmith (2 years Experience), Locksmith Educational Experience, Private Investigation (3 years Experience), Private Investigator Educational Experience, Security Consultant (2 years Experience), and Supervisory in Guard/Courier/Armored (1 year Experience). At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons, with the 'Next' button highlighted by a red box.

Enter Personal Information. The email address and Date of Birth is pre-populated. You will need to confirm your social security number. Select Next

Application Information

Experience Acknowledgment

**Personal Information**

Contact Information

Military Status

Texas Peace Officer

Question Sets

Application Review

Confirmation

### Personal Information

Information provided on the application **must** match the information 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**

Enter the information **exactly** as it appears on the ID you are providing.

ID Type required TX DL or ID preferred   ID State required  ID Number required

Last Name required  First Name required  Middle Name  Suffix

Alarms

Email Address required

Social Security Number required  Confirm Social Security Number required

Date of Birth required  Country of Birth

Enter physical/mailling address information and contact information. Select Next.

Application Information

Contact Information

**Address Information**

Demographic Information

Duties

Military Status

Texas Peace Officer

Question Sets

Application Review

Confirmation

### Address Information

Please enter your address and contact information. The physical address cannot be a Post Office Box (P.O. 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      xxxxxx or xxxxxx-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      xxxxxx or xxxxxx-xxxx

**Contact Information**

Phone Number required      Alternate Phone Number

( ) \_ -      ( ) \_ -

Cancel      Previous      **Next**

Enter demographic information. Select Next.

**Application Information**

Contact Information

Address Information

**Demographic Information**

Duties

Military Status

Texas Peace Officer

Question Sets

Application Review

Confirmation

## Demographic Information

Let's collect some demographic information. When you're finished, choose Next to continue.

**Demographic Information**

**Gender** required  
Please Select

**Height (feet)** required      **Height (inches)** required      **Weight (pounds)** required  
Please Select      Please Select      [ ]

**Eye Color** required      **Hair Color** required  
Please Select      Please Select

**Race** required  
Please Select

**Aliases**  
Add text here.

Cancel      Previous      **Next**

Enter duties. Select Next.

**Application Information**

Contact Information

Address Information

Demographic Information

**Duties**

Military Status

Texas Peace Officer

Question Sets

Application Review

Confirmation

## 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**

Enter military status. Select Next.

The screenshot shows a web application interface for selecting military status. On the left is a vertical navigation menu with the following items: Application Information, Contact Information, Military Status, Military Status (highlighted in light blue), 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 sub-header "Military Status" and a list of four radio button options: "Not Applicable / Never in the Military", "Active Duty Military or Texas Military Forces (Currently Serving Under Orders)", "Spouse of Active Duty Military or Texas Military Forces (Currently Serving Under Orders)", and "Armed Forces Veteran". At the bottom of the form, there are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green, highlighted with a red border).

Enter Texas peace officer status. Select Next.

The screenshot shows a web application interface for selecting Texas Peace Officer status. On the left is a vertical navigation menu with the following items: Application Information, Contact Information, Military Status, Texas Peace Officer, Texas Peace Officer (highlighted in light blue), 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 sub-header "Texas Peace Officer" and a list of three radio button options: "Not Currently or Never", "Active", and "Retired". At the bottom of the form, there are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green, highlighted with a red border).

Complete the background information questions. Select Next.

Application Information	<h2>Additional Information</h2> <p>Complete the background questions and acknowledgments below.</p> <h3>Background Information Questions</h3> <ol style="list-style-type: none"><li>1. Have you ever been convicted, in any jurisdiction, of a felony level offense? <small>required</small><ul style="list-style-type: none"><li><input checked="" type="radio"/> Yes - Less than 10 years since completing my sentence or probationary period.</li><li><input type="radio"/> Yes - More than 10 years since completing my sentence or probationary period.</li><li><input type="radio"/> No</li></ul></li><li>2. Have you ever been convicted, in any jurisdiction, of a Class A or equivalent misdemeanor? <small>required</small><ul style="list-style-type: none"><li><input type="radio"/> Yes - Less than 5 years since completing my sentence or probationary period.</li><li><input type="radio"/> Yes - More than 5 years since completing my sentence or probationary period.</li><li><input type="radio"/> No</li></ul></li><li>3. Have you, within the past 5 years, been convicted, in any jurisdiction, of a Class B misdemeanor or equivalent offense? <small>required</small><ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li></ul></li><li>4. Are you currently charged with, or under indictment for, a felony, or Class A misdemeanor? <small>required</small><ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li></ul></li><li>5. Are you currently charged with a Class B misdemeanor? <small>required</small><ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li></ul></li><li>6. Have you ever been found by a court to be incompetent by reason of mental defect? <small>required</small><ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li></ul></li></ol>
Contact Information	
Military Status	
Texas Peace Officer	
Question Sets	
Additional Information	
Application Review	
Confirmation	

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

Cancel Previous Next

At this point changes can be made by selecting Edit. If no changes are required, select Next.

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

## Application Review

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

### Experience Acknowledgment

Experience Acknowledgment: Alarm (2 years Experience) [Edit](#)

### Personal Information

Last Name: Alarms  
First Name: Joe  
Middle Name:  
Suffix:  
SSN: 999-11-9999  
Email Address: joe@jtsalarming.com  
Date of Birth: 01/01/1990  
Country of Birth: United States of America  
State of Birth: Texas  
ID Type: Driver License  
ID State: Texas  
ID Number: 11111111 [Edit](#)

### Contact Information

government record and any false statement made on this document provided to DPS may result in criminal prosecution.  
Yes

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

Select Submit Application. Fees can only be paid once all stakeholder applications have been submitted.

**Application Information**

Contact Information

Military Status

Texas Peace Officer

Question Sets

Application Review

Application Review

**Review Fees**

Confirmation

## Review Fees

You're almost done. Please review the fees. All communications will be sent to the email below. Use this link to change the email address.  
Your email: [joe@itsalarming.com](mailto:joe@itsalarming.com)

Fees	
<b>Individual Owner, Officer, Partner, Shareholder, Manager License</b>	
License Fee	\$50.00
Pocket Card Fee	\$5.00
Subscription Fee	\$2.00
<b>FBI Background</b>	
FBI Background Fee	\$25.00
<hr/>	
<b>Texas.gov Price:</b>	<b>\$82.00</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 page will inform you of what is next. Select Exit to return to the main profile page.

## Confirmation

All required stakeholder applications have been submitted. Payment must now be submitted to complete the application submission process.

### What's Next?

- Pay for the application.** A single payment is required for the business license and all stakeholder fees.
- Log in and select My Applications** to check the current status of your application throughout the application process.
- Check your email.** You will be notified by **email** if additional actions are required.
- 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 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.

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](#).

### Transaction Details

Date/Time: 05/09/2018 03:03 PM  
Name: Alarms, Joe  
Type: Owner/Manager Registration

<b>Individual Owner, Officer, Partner, Shareholder, Manager License</b>	
License Fee	\$50.00
Pocket Card Fee	\$5.00
Subscription Fee	\$2.00
<b>FBI Background</b>	
FBI Background Fee	\$25.00
<hr/>	
<b>Texas.gov Price:</b>	<b>\$82.00</b>

[Print Receipt](#)

[Exit](#)

After all of the stakeholder applications have been submitted, each stakeholder, as well as the business, will receive an email with a link to submit payment for the application. Either the business or any of the stakeholders can submit the payment.

Applicants new to the Private Security Program will simply click on the link provided in the email. Stakeholder applicants with existing TOPS profiles will need to login and locate the application under the My Business Applications tab. One payment will include both the company and stakeholder application fees. Click on the Pay for Application button.

**View Application Status**

Business Name: It's Alarming  
 Status: Pending  
 Application Expiration Date: 05/25/2018

Required Stakeholder Applications: 1 out of 1

Name	Email Address	Role	Application Submitted?	Actions
Alarms, Joe	joe@itsalarming.com	Corporate Officer, Manager, Shareholder	Yes	<a href="#">Pay for Application</a>

Review the Fees and select Pay with Credit Card.

**Review Fees**

Business Name: It's Alarming

**Business Application Fees**

Original Class B License	
License Fee	\$400.00
Subscription Fee	\$12.00
<b>Subtotal:</b>	<b>\$412.00</b>

**Stakeholder Application Fees**

Name	Texas.gov Price
Alarms, Joe	\$82.00
<b>Subtotal:</b>	<b>\$82.00</b>

**Total Amount Due**

<b>Texas.gov Price:</b>	<b>\$494.00</b>
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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.

[Pay with Credit Card](#)

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

Confirmation page will inform you of what is next. Select Exit to return to the main profile page.

## Confirmation

Your business application, all stakeholder applications and payment have been submitted to DPS.

### What's Next?

1. **Check your email.** If you or the individual stakeholders receive a request for additional information, submit it through [DPS Contact Us](#).
2. **Log in** and select **My Applications** to 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 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.

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](#).

#### Transaction Details

<b>Date/Time:</b>	05/09/2018 03:06 PM
<b>Business Name:</b>	It's Alarming
<b>Type:</b>	Contracting Company
<b>Trans #:</b>	405PY62158438
<b>Method:</b>	MASTERCARD: XXXX6781

#### Business Application Fees

<b>Original Class B License</b>	
License Fee	\$400.00
Subscription Fee	\$12.00
<b>Subtotal:</b>	<b>\$412.00</b>

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#### Stakeholder Application Fees

Name	Texas.gov Price
Alarms, Joe	\$82.00
<b>Subtotal:</b>	<b>\$82.00</b>

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#### Total Amount Due

Texas.gov Price:	\$494.00
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[Print Receipt](#)

[Exit](#)

Applicants new to The Private Security Program can now use [Can't Login](#) to set up their password.