

Employee Registration Update Guidelines (Adding an employer)

Pursuant to Texas Occupations Code §1702.167 and §1702.234: A registrant may transfer his or her registration from one employer to another employer within 14 days after the date the registrant begins the new employment

Only the following active or renewable registration types can add an employer:

- Alarm Installer
- Alarm System Monitor
- Alarm Salesperson
- CE Instructor
- Commissioned Security Officer
- Electronic Access Control Device Installer
- Employee of License Holder
- Guard Dog Trainer
- Locksmith
- Non-Commissioned Security Officer
- Personal Protection Officer
- Private Investigator
- Security Consultant
- Security Salesperson
- Governmental Letter of Authority (GLOA) registrations can only be updated from one GLOA to another

If the registration has been expired for more than one year, the registration may not be updated or renewed. An original application must be submitted.

The submission of an employee registration update does not renew the registration. It merely adds the new employer to the individual's registration record. If the registration has been expired for less than one year, login and submit a renewal application.

A new pocket card will not be issued with an employee registration update. If a new pocket card is needed please submit a duplicate pocket card request with the required fee.

The registration update application must be initiated by the registration holder, however, the payment may be submitted by either the individual registrant or the employer they are registering with.

For step by step application instructions see [Employee Registration Update Instructions](#).