Employee Registration Update (Adding a new employer)

Before you begin, you will need:

- An existing registration (an employer cannot be added to an incomplete application).
- The company license number of the employer you are adding.

Individual registrants **Sign-In** with their personal email address to access their profile. If you have never logged in before or have forgotten your password, click on “Can’t Login” and follow the steps to gain access to your TOPS profile.
Click on the “My Registrations” tab.

Click the Actions button for the endorsement type you want to update.
Select Add Employer. You will be taken to the next screen to select the specific Endorsement.

In the example shown, the individual only has one unarmed endorsement.
Since the applicant is already in the system, the personal information required is less than on an original application. Click next.

This is a required field for an Employee Information Update. Entering the business license number will populate the name of the business, verify the name before proceeding.
You must enter an address and phone number. Physical address cannot be a PO Box.

This information is populated with the information DPS currently has in our records. Update as necessary.
Provide a short description of your job duties.
Read carefully and select the appropriate answer. Application cannot proceed if all questions are not answered and all acknowledgements checked.
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.
Acknowledgments

1. I understand that all fees submitted to Private Security are non-refundable, are not transferrable 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.
   Yes

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.
   Yes

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.
   Yes

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.
   Yes

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 1074 (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. Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.
   Yes
Select the “Submit Application” button. Please note applications are not complete and will not be processed without employer verification and receipt of payment. You will need to notify your employer to login and verify employment. The employer may elect to pay for the application at that time, or you may submit payment after the employment verification has been completed. Unpaid applications will be deleted after 15 days.
The Exit button returns you to the Landing Page

If you are directed by your employer to pay for the update application, you can do so after they have verified your employment. Login to your TOPS profile and click the “My Applications” tab. Locate the update application and click the “Pay” button.
Once you review the fees, click the “Pay with Credit Card” button, you will be directed to a common check out area.