

Individual Application Checklist Item Definitions

*Any item reflecting "Incomplete" requires the submission of that item

*Any item reflecting "Pending Review" requires DPS review of submitted item

*Any item reflecting Resubmit" was denied by DPS and will require resubmission

Checklist Item	Definition
Background Check - Incomplete - Prints Required	Applicant will need to submit fingerprints. Instructions on fingerprinting are emailed to the application and can also be found at Fingerprinting Instructions .
Background Check - Pending Review	Background has been received and is pending DPS review. No action is required by the applicant for this item.
Self-Reported Condition - DPS Verification - Further Review	Applicant has answered yes regarding a felony or misdemeanor offense. If additional information is required correspondence will be sent.
Business Affiliation - No	PPO applicant does not currently hold a commission registration with the same company license as the company license on the PPO application.
Guaranteed Student Loan - GSL Hold	The applicant has been identified as being in default of a student loan. The applicant must contact the Trellis Company at (800) 222-6297 or (512) 219-7337 to obtain and submit a clearance letter.
ID Verification - Incomplete	Applicant did not provide a Texas DL/ID. The applicant's state issued ID needs to be submitted.
ID Verification - In Progress	Applicant did not provide a Texas DL/ID. The applicant's state issued ID has been submitted and is pending DPS review.
License - Valid Registration	There may be an error with your application, please contact DPS .
Management Availability - Open Management Position - In Progress - The company has a non-terminated manager	A Notification of Termination of Company Management Employee (PSP-19A) will be required to terminate the previous qualified manager.
Manager Affiliation Limit - Manager Business Affiliation - Manager exceeds the limit for active business associations. Terminate one or more.	Manager applicant currently holds manager positions with 3 companies and/or 2 schools. A PSP-19A will need to be submitted to terminate one of the respective manager registrations. Please see TAC 35.41 for detailed information.
Manager Review - Manager or Supervisor Application Review	This review is performed by DPS once all other checklist items have been satisfied.
Medical/Psychological - MMPI - Declaration of Psychological and Emotional Health	PPO applicant must submit PSP-13 signed by a licensed psychologist. Active peace officer or those who retired in the last 2 years may satisfy this requirement with their L3.

Military Document - Active Duty Military Orders	Applicant applied for military fee exemption and must submit a copy of their Active Duty Military Orders.
Military Document - DEERS Document	Applicant applied for spouse of active military fee exemption and must submit a copy of their DEERS Document.
Military Document - Identification - Marriage License	Applicant applied for spouse of active military fee exemption and must submit a copy of their marriage license.
Military Document - Proof of Out of State Registration	Applicant applied for spouse of active military fee exemption and must submit a copy of their out of state private security registration.
Military Document - Spouse Military Orders	Applicant applied for spouse of active military fee exemption and must submit a copy of their spouse's active duty military orders.
Place of Birth Verification	Applicant applied for an armed registration and must submit evidence of legal presence.
Texas ID Requires valid ID check	Applicant entered Texas DL/ID information that is a partial match with their driver license record. This will be reviewed by DPS.
Training - Alarm Level 1	Alarm Level 1 Instructor applicants must submit a copy of their alarm level 1 certificate.
Training - Basic 40 hours Instructor Certificate	Applicant must submit a copy of their basic 40 hour instructor certificate. Please see TAC 35.143 for detailed information.
Training - Current Firearm Proficiency - Not current	Applicant must submit a copy of their firearm proficiency certificate (certificate must be no more than 90 days old).
Training - Current Manager Exam - Schedule Your Manager Exam	Applicant must schedule and take the qualified manager exam. Please see manager exam scheduling instructions .
Training - Current Manager Exam - Incomplete - Exam Scheduled	Applicant has scheduled the manager exam.
Training - Firearm Instructor certificate	Applicant must submit a copy of their basic firearm instructor certificate. Please see TAC 35.143 for detailed information.
Training - Level II	Applicant must submit a copy of their level II certificate.
Training - Level III	Applicant must submit a copy of their level III certificate.
Training - Level IV	Applicant must submit a copy of their level IV certificate.
Training - Proof of Instruction in Non-Lethal Self Defense	Applicant must submit proof that they have instructed nonlethal self-defense or nonlethal defense of a third party for 3 or more years. See TAC 35.143 for details.