



BUSINESS UPDATE APPLICATION

Private Security Program

User Guide

Includes Application and Navigation Tips, information and screenshots of a name change/
reassignment application to update a business license in Private Security program

Texas Department of Public Safety

<http://www.txdps.state.tx.us/rsd/psb/index.htm>

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Business Application

Landing Page Navigation Tips:

1. Individuals and businesses that have not been licensed by DPS should use the RED buttons to start a new application
2. Individuals, including owner/manager/partner/shareholders should use the Sign-In process to submit new, renewal, and update applications
3. Individuals that have not previously provided their email address should use the Update Email button
4. The bottom of this page has links back to DPS web pages that include information on using the TOPS application, regulatory information, and programmatic information.

TOPS
Texas Online Private Security

WELCOME TO THE TOPS REGISTRATION/COMMISSION APPLICATION

Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps.

[Start Individual Application](#) [Start Business Application](#)

Sign In

Email required

Date of Birth required
mm/dd/yyyy

Last Name required

[Submit](#)

[Update Email?](#)

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Application Navigation Tips:

1. The legend at the left shows the progress through the application
 - Fill in all required information as you progress through the screens
 - You **cannot** jump forward in the application
2. At the bottom of all application pages, the Cancel button is on the left, and Previous/NEXT buttons are on the right.
 - If you do not see the buttons, use the scroll bar on the right of the screen
3. If you close the application, your information will not be saved.
 - Progressing through the full application and clicking on Submit Application is the only way to save the application
 - The application cannot be submitted if all required information is not present

Before you begin:

You will need the following information:

- Company Name and Address Information
- Ownership and Shareholder information

When is this application required?

This application is required for the following business changes:

- Changing the name of the business
- Changing the structure of the business (e.g. Sole Proprietorship to Corporation)
- Changing owners/partners/corporate officers/shareholders
- Upgrading a business license (e.g. Class A to Class C)
- Changing contact information
- Adding a service which does not require an upgrade (e.g. Adding Armored Car Services to a Class B license)

When is this application NOT required:

This application is NOT required for the following changes:

- Replacing the qualified manager

FAQs are available on the [Private Security website](#)

Submit a Business Update Application

NOTE: This guide will show the various screens and only highlight areas that are specific to the program, rather than common fields such as name or address. Begin by signing into TOPS.

Begin by entering your Email address, Date of Birth, Last Name and submitting the Captcha information. When you Sign In, you will be taken to a page displaying your information called “My Profile”.

The screenshot displays the TOPS website interface. At the top left is the TOPS logo with the text "Texas Online Private Security". At the top right is the Texas Department of Public Safety seal. The main content area is divided into two sections: a "Welcome to the TOPS Registration/Commission Application" section and a "Sign In" form. The welcome section includes a message: "Applying for a Registration or Commission online is convenient and easy requiring only a few simple steps." Below this are two red buttons: "Start Individual Application" and "Start Business Application". The "Sign In" form contains three input fields: "Email required", "Date of Birth required" (with a placeholder "mm/dd/yyyy"), and "Last Name required". A green "Submit" button is located below the fields, with a link "Update Email?" underneath. In the center, a hand holds a smartphone displaying the "My Profile" page. The profile page shows a "Thank You for your payment!" message, followed by "My Profile" and "My Registrations" (with a checkbox for "Type: Instructor Registration" and details for License # 000001, Endorsement, and Issue Date). Below that is "My Businesses" (with a checkbox for "Type: Training School" and details for License # F000001 and Status: Active).

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My Profile page

There are four sections on the My Profile page

- The first two contain Application information
 - My Applications – individual application information
 - My Business Applications – stakeholder and business application status
- The last two contain Registration Information
 - My Registrations – all licenses you hold
 - My Businesses – business licenses where you are a stakeholder

My Applications

My Applications			
Registration Type	Application Date	Status	Actions
Owner, Manager	06/01/2016	Pending	

My Business Applications				
Business Name: slacker company Status: Pending Application Expiration Date: 07/22/2016			Required Stakeholder Applications: 1 out of 2	
Name	Email Address	Role	Application Submitted?	Actions
dad, slacker	sd@fd.com	Authorized Person, Owner, Primary Contact	No	
dad, grouchy	gd@fd.com	Manager, Authorized Person	Yes	
Business Name: Loud Siren Status: Pending Application Expiration Date: 07/23/2016			Required Stakeholder Applications: 1 out of 2	
Name	Email Address	Role	Application Submitted?	Actions
dad, alarm	ad@fd.com	Partner, Primary Contact	Yes	
dad, grouchy	gd@fd.com	Manager, Partner	No	Apply

View Business Details

In the section titled My Businesses, locate the business to update and click on the VIEW DETAILS button

My Registrations

	Type: Owner/Manager Registration	License #: 00008702	Actions ▾	
Endorsement	Issue Date	Last Renewal	Expiration	Status
Partner	08/16/2016		08/16/2018 (721 days)	Active
Manager	08/16/2016		08/16/2018 (721 days)	Active

	Type: Unarmed Registration	License #: 00008701	Actions ▾	
Endorsement	Issue Date	Last Renewal	Expiration	Status
Alarm Systems Installer	08/16/2016		08/16/2018 (721 days)	Active

My Businesses

To view license information, address information, contact information, stakeholders and branch offices, please click the view details button beside the name of the business. You can also initiate a business update and see the business certificate from the view details page.

	Sample Services View Details	Type: Contracting Company	License #: B00005701	Renew
		Status: Expired	Expires: 08/17/2016	
	Branches Offices			Add Branch

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Business Details page

From the Business Details page, select the UPDATE button to begin the process

Business Details

Below is a list of the information associated with this business. To update or renew please scroll to the bottom of the page and click one of the renew or update buttons.

Business Information

Business Name Update Test & Friends	Business License Number C01060701	Expiration Date 07/31/2017 (357 days)	Type Contracting Company
Class Investigations / Security Contractor	Services Electronic Access Courier Armored Car Private Investigation	Email Address updateco@pres.com	Phone Number +1(512)111-1111
Physical Address 1234 Main Austin, TX 78745 Travis US	Mailing Address Same as Physical Address		

[View Certificate](#)

Business Stakeholders

Name	Role	Issue Date	Expiration Date	Ownership Percentage	Role Status
Johnson, Lady	Corporate Officer , Shareholder	08/06/2016	08/06/2018	50%	ACTIVE
Johnson, Lyndon	Owner , Manager , Corporate Officer , Shareholder	08/05/2016	08/05/2018	100%	ACTIVE
				Total:	300%

[Cancel](#) [Update](#)

Completing the Update Application

TOPS will prepopulate the application with the information already on file for the business. You will only edit the data that has changed.

Application Information Section

Services Offered

What specific services are offered by your business?

Nature of Business

A brief description of your business

The screenshot shows the 'Select Services Offered' screen in the TOPS application. On the left is a navigation menu with the following items: Application Information, Services (highlighted), Nature of Business, Business Information, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled 'Select Services Offered' and indicates that 'Contracting Company' has been selected. Below this, a section titled 'Business Services' contains a list of services with checkboxes: Alarm, Armored Car (checked), Courier (checked), Electronic Access (checked), Guard, Guard Dog, Locksmith, Private Investigation (checked), and Security Consultant. At the bottom of the screen are 'Cancel', 'Previous', and 'Next' buttons.

The screenshot shows the 'Nature of Business' screen in the TOPS application. The navigation menu on the left is the same as in the previous screenshot, but 'Nature of Business' is now highlighted. The main content area is titled 'Nature of Business' and prompts the user to 'Enter a brief description of the service(s) the business provides.' Below this is a text input field containing the text 'Private Security'. A character count at the bottom right of the input field shows '284 characters remaining'. At the bottom of the screen are 'Cancel', 'Previous', and 'Next' buttons.

Business Information

Business Name

Provide the name of the corporation, company or full name of sole proprietor and a DBA if there is one

Business Address

Physical location of the business and a mailing address are required

These can be the same or different addresses

Physical address cannot be a PO Box

Business Contact Information

Phone number and Email address are required

Business Structure

This information drives the types of individual applications that are required

If you select the incorrect type, you can return to this page to make the necessary changes and progress through the rest of the application

Selections other than Sole Proprietorship and General Partnership will display one or more additional questions

The screenshot shows the TOPS (Texas Online Private Security) application interface. The header includes the TOPS logo and the Texas state seal. A navigation menu on the left lists the following steps: Application Information, Business Information, Business Name (highlighted), Business Address, Business Contact, Business Structure, Acknowledgements, Stakeholder Information, Application Review, and Confirmation. The main content area is titled "Business Name" and contains the following text: "Enter the corporation, partnership or sole proprietor name." Below this is a text input field with the value "Update Test & Associates, Inc." and a "Business Name" label above it. A required field message "Please enter your business name required" is displayed above the input field. Below the input field is a radio button question: "Will your business operate under an Assumed Name (DBA: Doing Business As)? required". The "Yes" option is selected. Below this is another text input field with the value "Update Test & Friends" and a label "What is the Assumed Name?". At the bottom of the form, there are three buttons: "Cancel" (red), "Previous" (green), and "Next" (green).



- Application Information
- Business Information
 - Business Name
 - Business Address**
 - Business Contact
 - Business Structure
- Acknowledgements
- Stakeholder Information
- Application Review
- Confirmation

Business Address

Enter the business address(es).
Physical address cannot be a Post Office Box.

Physical Address

Country required

Address 1 required

Address 2

City required **State** required **Postal Code** required **County** required

Mailing Address

Same as Physical Address

Cancel

Previous Next



- Application Information
- Business Information
 - Business Name
 - Business Address
 - Business Contact**
 - Business Structure
- Acknowledgements
- Stakeholder Information
- Application Review
- Confirmation

Business Contact Information

Enter the business contact information.

Contact Info

Enter the business phone number(s)

Phone Number required **Alternate Phone Number**

Enter the business email address

Note: All correspondence will be sent to this email address.

Email Address required **Confirm Email Address** required

Enter the business website address

Website

Cancel

Previous Next

As you make changes, you may be presented with the following warning. Select OK to continue with the necessary changes.

Acknowledgement Questions

- Required to acknowledge understanding
- Application cannot proceed if these are not checked

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Texas Online Private Security

Acknowledgments

Acknowledgments

- I understand that all fees submitted to Private Security are non-refundable, are not transferable 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. required
- 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. required

Cancel Previous Next

Stakeholder Information

Navigation Tip:

- Save the information for the stakeholder by clicking the Add Stakeholder button
- Repeat the process to add additional stakeholders
- Do not click on the green NEXT button until all stakeholders have been added

Application Tip:

- Stakeholder Type is either Business or Individual
 - Individuals or businesses included should match those on the official business documents such as the Assumed Name Certificate or Articles of Incorporation
- Stakeholder ownership percentage must equal 100% for all except publicly traded Corporations and LLC's

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Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Corporate Officer, Shareholder, Manager, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

Add Stakeholder

Stakeholder Type required

List of Stakeholders

Name	Email Address	Date of Birth	Role	Ownership Percentage %	Actions
Johnson, Lyndon	lby@pres.com	On File	Owner Manager Corporate Officer Shareholder	100%	Actions + Edit Remove
Johnson, Lady	ladybird@pres.com	On File	Corporate Officer Shareholder	50%	Actions +

Total: 150 %

Cancel Previous Next

Edit Stakeholder



Select the role(s) for this individual required

Authorized Person

Corporate Officer

Manager

Primary Contact

Shareholder

Supervisor

Ownership
Percentage

100

%

Is shareholder a material participant in the Business?

Yes

No

Cancel

Save

Enter your Stakeholder(s) below:

Add Stakeholder

Stakeholder Type required

Individual

Last Name required Johnson **First Name** required Lucy **Middle Name** Baines **Suffix** select one

Email Address required lucybaines@pres.com **Confirm Email Address** required lucybaines@pres.com

Date of Birth required 01/01/1960

Select the role(s) for this individual required

Authorized Person

Corporate Officer

Manager

Primary Contact

Shareholder

Supervisor

[Reset](#) [Add Stakeholder](#)

List of Stakeholders

Name	Email Address	Date of Birth	Role	Ownership Percentage %	Actions
Johnson, Lyndon	lbj@pres.com	On File	Manager Corporate Officer Shareholder	50%	Actions
Johnson, Lady	ladybird@pres.com	On File	Corporate Officer Shareholder	50%	Actions

Total: 100 %

- Application Information
- Business Information
- Acknowledgements
- Stakeholder Information
- Stakeholders
- Electronic Signature
- Application Review
- Confirmation

Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Corporate Officer, Shareholder, Manager, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

Add Stakeholder

Stakeholder Type required

select one

List of Stakeholders

Name	Email Address	Date of Birth	Role	Ownership Percentage %	Actions
Johnson, Lyndon	lbj@pres.com	On File	Manager Corporate Officer Shareholder	50%	Actions ▾
Johnson, Lady	ladybird@pres.com	On File	Corporate Officer Shareholder	50%	Actions ▾
Johnson, Lucy Baines	lucybaines@pres.com	01/01/1960	Corporate Officer	0%	Actions ▾

Total: 100 %

Cancel

Previous
Next

- Application Information
- Business Information
- Acknowledgements
- Stakeholder Information
- Stakeholders
- Electronic Signature
- Application Review
- Confirmation

Electronic Signature

Please provide the name and title of the individual authorized to submit the application on behalf of this business.

Electronic Signature

Last Name required **First Name** required **Middle Name** **Suffix**

Johnson

Lady

Bird

Please Select ▾

Title required

Corporate Officer/Shareholder

Cancel

Previous
Next

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

Application Review

Review the application details below.

To make changes, select the Edit button in the appropriate area. You will be returned to that section of the application and will be required to progress through the remainder of the application.

Select Next when review is complete.

Application Information

Services Selected: Armored Car
Courier
Electronic Access
Private Investigation

Nature of Business: Private Security

Business Name: Update Test & Associates, Inc.

DBA: Yes

Doing Business As: Update Test & Friends

Business Information

Physical Address: 1234 Main
Austin, TX 78745
Travis
United States of America

Mailing Address: Same as Physical Address

Primary Phone Number: (512) 111-1111

Alternate Phone Number:

Email Address: updateco@pres.com

Business Structure: Corporation (Inc., Corp.)

Acknowledgments

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

Stakeholders

Name	Email Address	Date of Birth	Role	Ownership %
Johnson, Lucy Balnes	lucybalnes@pres.com	01/01/1960	Corporate Officer	0%
Johnson, Lyndon	lbyj@pres.com	on file	Manager Corporate Officer Shareholder	60%
Johnson, Lady	ladybird@pres.com	on file	Corporate Officer Shareholder	60%

Electronic Signature

Name: Johnson, Lady Bird

Title: Corporate Officer/Shareholder

Buttons: Cancel, Previous, Next

Required Stakeholder Applications

Application Tip:

Stakeholders listed on this screen are required to fill out an application online.

Stakeholders will be notified by email to go online, log in and complete their individual application.

Once all stakeholders have submitted applications, the business email address and all stakeholders will receive an email that the application can be paid for and submitted.

Click the Submit Application button to proceed.

The screenshot shows the TOPS (Texas Online Private Security) application interface. The header includes the TOPS logo and the Texas state seal. A navigation menu on the left lists: Application Information, Business Information, Acknowledgements, Stakeholder Information, Application Review, Application Review, Review Fees, and Confirmation. The main content area is titled "Required Stakeholder Applications" and displays the business name "Update Test & Friends". It states that all communications will be sent to the email address "updateco@pres.com". A table lists the stakeholder "Johnson, Lucy Baines" with an email address of "lucybaines@pres.com", a date of birth of "01/01/1960", a role of "Corporate Officer", and an ownership percentage of "0". A "Submit Application" button is located at the bottom right of the main content area. At the bottom of the interface, there are "Cancel", "Previous", and "Next" buttons.

Name	Email Address	Date of Birth	Role	Ownership %
Johnson, Lucy Baines	lucybaines@pres.com	01/01/1960	Corporate Officer	0

Confirmation

The confirmation page provides the NEXT steps to continue the application.

You will also receive this information in email

The Exit button returns you to the Landing Page

Confirmation

Your application for a business license has been initiated.

What's Next?

1. **Notify stakeholders** to login to [TOPS](#) and submit a stakeholder application, if applicable. They will receive notification via email as well.
2. **Mark your calendar.** All required stakeholder applications and payment for business application fees must be performed within **15 days**. After 15 days, this application will be purged and you will have to resubmit your application.
3. **Pay for the application.** After all applicable stakeholders submit their application(s), a single payment is required for the business license and all stakeholder fees.
4. **Check your email.** All stakeholders will be notified by email if additional actions are required.
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](#).

These stakeholders have been notified by email at the email addresses listed below.

Name	Email Address	Date of Birth	Role	Ownership %
Johnson, Lucy Baines	lucybaines@pres.com	01/01/1960	Corporate Officer	0

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.

Want to tell us about your experience? [Please take a short survey](#).

Transaction Details

Date/Time: 08/08/2016 08:40 PM
Business Name: Update Test & Friends
Type: Contracting Company

[Print Receipt](#)

[Exit](#)